



**AGENDA FOR THE COUNCIL MEETING OF THE BOROUGH OF MOUNTAIN LAKES**  
**HELD AT THE BOROUGH HALL**  
**400 BOULEVARD, MOUNTAIN LAKES NJ**  
**NOVEMBER 7, 2018**  
**PUBLIC SESSION BEGINS AT 8:00 PM**

**1) CALL TO ORDER AND OPEN PUBLIC MEETINGS ACT STATEMENT – Mayor**

This meeting is being held in compliance with the provisions of the Open Public Meetings Act, P.L. 1975, Ch. 231. It was properly noticed and has been posted, and certified by the Clerk. Notice of this meeting has been sent to The Citizen, the Morris County Daily Record and The Star Ledger and posted on the bulletin board in the municipal building.

**2) ROLL CALL ATTENDANCE - Clerk**

**3) FLAG SALUTE – Mayor**

**4) R 156-18 EXECUTIVE SESSION**

Matters of Litigation – Tax appeal and Affordable Housing Settlement; Negotiation – Mountain Lakes Club

**5) COMMUNITY ANNOUNCEMENTS**

**6) SPECIAL PRESENTATIONS**

DPW Department Update and Vision for the beach project

**7) REPORTS OF BOROUGH ESTABLISHED BOARDS, COMMISSIONS AND COMMITTEES**

**8) PUBLIC COMMENT**

Please state your name and address for the record. Each speaker is limited to one (1) comment of no more than five (5) minutes and no yielding of time to another person.

**9) BOROUGH COUNCIL DISCUSSION ITEMS**

Q3 Budget Review

Beach project next steps

**10) ATTORNEY'S REPORT**

**11) MANAGER'S REPORT**

Annual Best Practices review

**12) ORDINANCES**

**a) Introduction**

**1. Ordinance 8-18, Solicitation**

AN ORDINANCE AMENDING CHAPTER 177 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF MOUNTAIN LAKES, REGULATING DOOR TO DOOR SOLICITATION, AND ESTABLISHING A "DO NOT SOLICIT" LIST

**b) Adoption**

**1. None**

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**\*CONSENT AGENDA ITEMS**

Matters listed as Consent Agenda Items are considered routine and will be enacted by one motion of the Council and one roll call vote. There will be no separate discussion of these items unless a Council member requests an item be removed for consideration.



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**13) \*RESOLUTIONS**

*R157-18, Authorization for the Payment of Bills*

*R158-18, Rejecting the bids for the Island Beach and Birchwood Beach Improvements*

*R159-18, Authorization of a balance transfer for Current Fund*

*R160-18, Authorization of a balance transfer for the Sewer Utility*

*R161-18, Authorization of a balance transfer for the Water Utility*

*R162-18, Authorization of the award of the bid for the Midvale and Pocono Road improvement project*

**\*APPROVAL OF MINUTES**

***Regular Minutes***

*October 22, 2018*

***Executive Session Minutes***

*October 22, 2018*

**\*BOARD, COMMITTEE AND COMMISSION APPOINTMENTS**

*None*

**\*APPROVAL OF REPORTS FOR FILING (reports are included only if checked)**

- ☒ *Construction Department*
- ☐ *Department of Public Works*
- ☐ *Fire Department*
- ☐ *Health Department*
- ☐ *Police Department*
- ☐ *Recreation Department*
- ☐ *Code Enforcement/Property maintenance report*

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**14) COUNCIL REPORTS**

**15) PUBLIC COMMENT**

**Please state your name and address for the record.** Each speaker is limited to one (1) comment of no more than five (5) minutes and no yielding of time to another person.

**16) NEXT STEPS AND PRIORITIES**

**17) ADJOURNMENT**

**Resolution 156-18**  
**RESOLUTION TO ENTER INTO AN EXECUTIVE SESSION**

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. permits the exclusion of the public from a meeting in certain circumstances; and

**WHEREAS**, this public body is of the opinion that such circumstances presently exist; and

**WHEREAS**, the Governing Body wishes to discuss:

- ☐ Matters made confidential by state, federal law or rule by court
- ☐ Matters in which the release of information would impair the right to receive funds from the Government
- ☐ Matters involving individual privacy
- ☐ Collective bargaining
- ☒ Purchase or lease of property, setting of bank rates, investment of public funds if disclosure would harm the public interest
- ☐ Public safety
- ☒ Pending, ongoing or anticipated litigation or contract negotiation
- ☐ Personnel matters
- ☐ Civil penalty or loss of license

Minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

**NOW THEREFORE BE IT RESOLVED** that the public be excluded from this meeting.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on November 7, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Happer						
Holmberg						
Horst						
Korman						
Shepherd						
Barrett						
Barnett						

BOROUGH OF MOUNTAIN LAKES  
Department of Public Works  
Report Agenda to Borough Council  
November 7, 2018

Overview of Department

- Personnel
- Equipment
- Resource and Material

Department Operations

- Current status of citizen request
- Special Projects
- Actions taken in response to citizen survey
- Water, Waste Water, and Stormwater

Department Partners and Our Progress

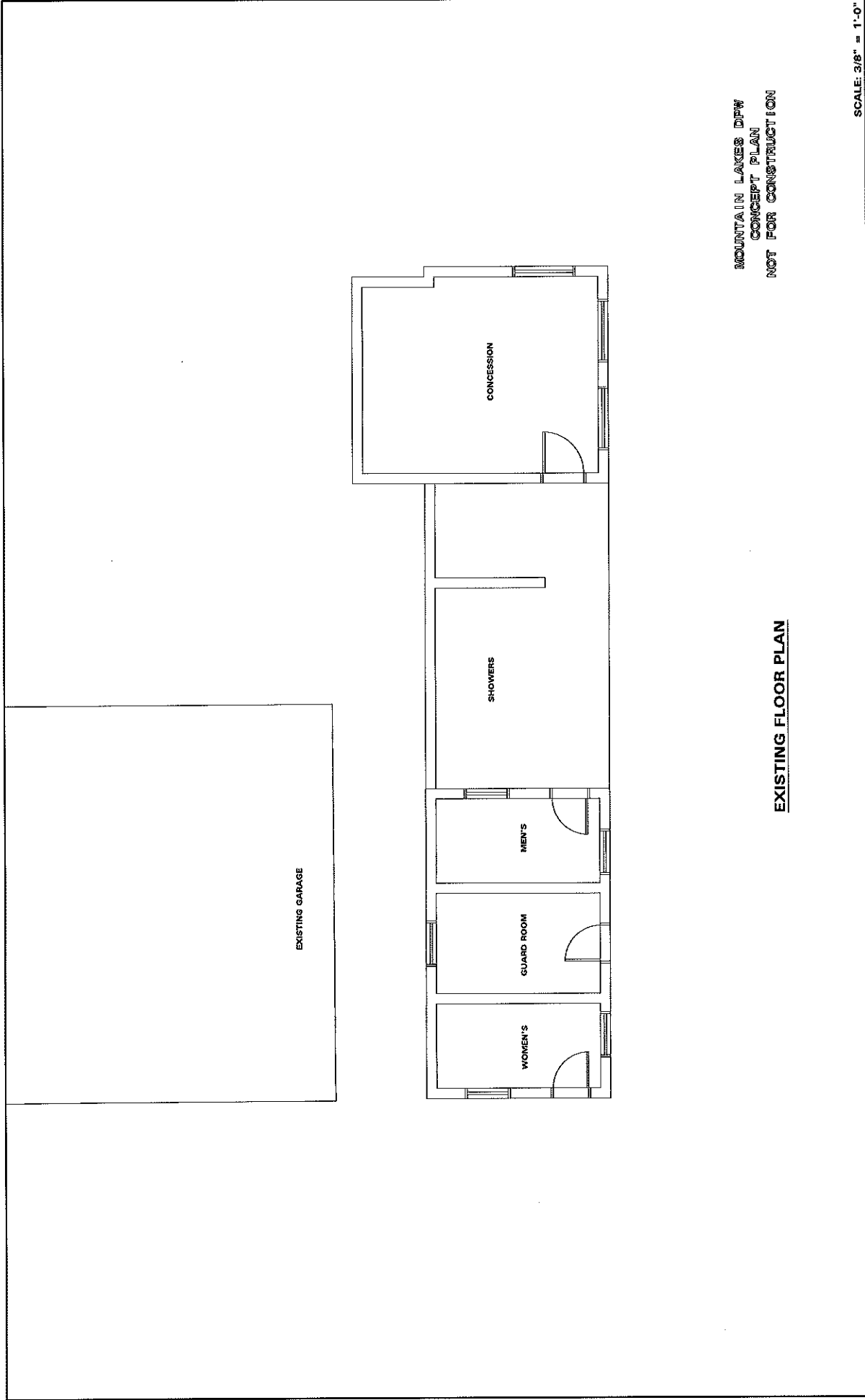
- Recreation
- Lakes Management
- Environmental Commission
- Green Team
- Shade Tree
- Trails Committee
- Traffic Safety Committee
- Garden Club

Future Challenges

- Beach Projects
- Cove Park
- DEP Required Actions
- Roads, Curbs, and Sidewalk Projects

2018 Borough of Mountain Lakes Capital Projects

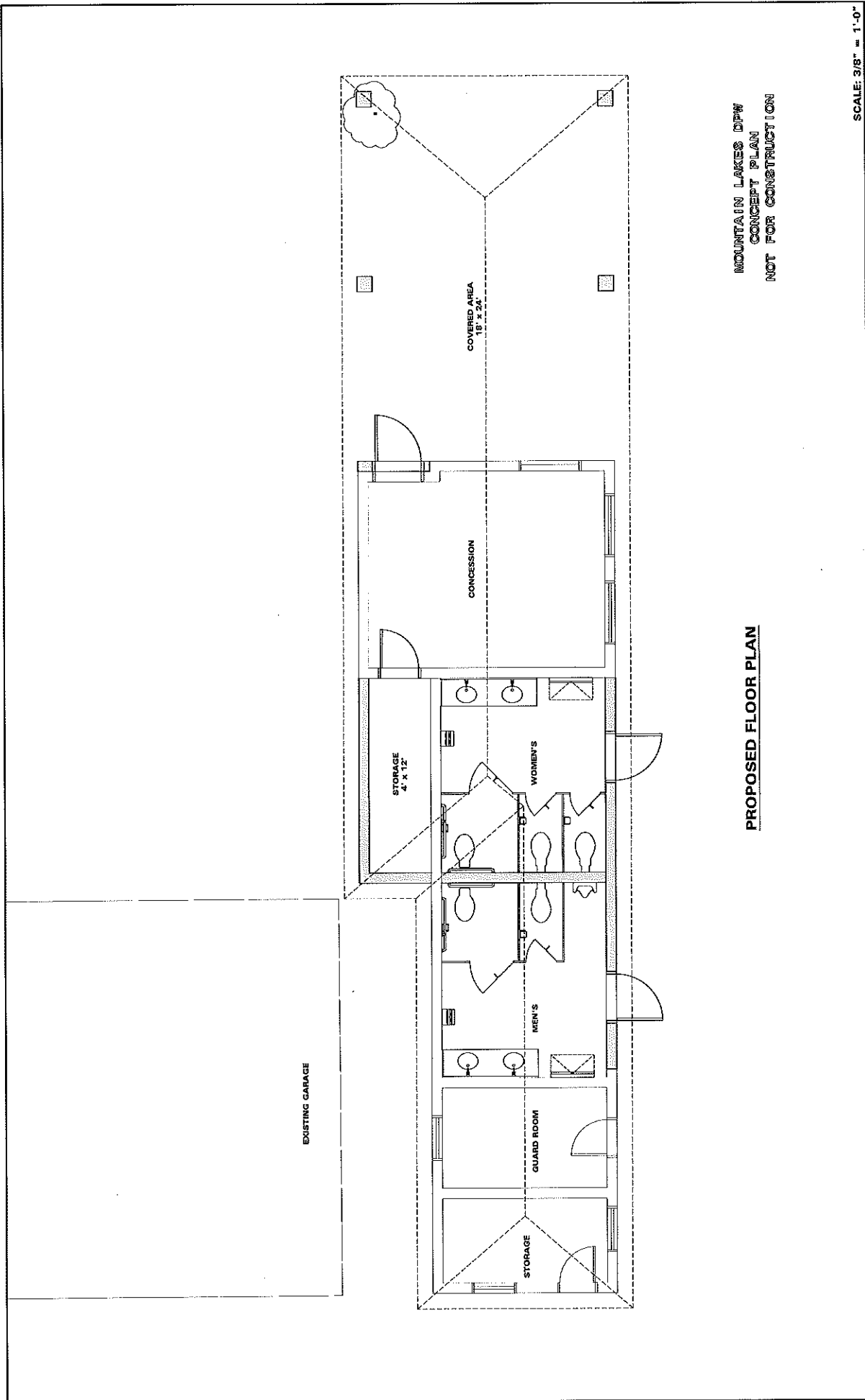
Group	Department	Item	Amount Funded	Status
B	Public Works	Repair Concrete Pad - Recycling	\$40,000.00	Quotes received, budget finalized, outlining plan for location of temporary recycling center
	Public Works	Drainage Projects	\$19,400.00	Projects have been nominated, awaiting designs from Borough Engineer
	Public Works	Road Repaving:		Pending bid award
		Group Sub total	\$575,000.00	
		Section 20 Costs	\$634,400.00	
C		Group Total	\$663,000.00	
	Public Works	Curbs and Sidewalks	\$141,000.00	Inhouse work began first week of October and is ongoing, outside contractor work to commence week of November 7th
		Group Sub total	\$141,000.00	
		Section 20 Costs	\$6,000.00	
		Group Total	\$147,000.00	
D	Water System	Fire Hydrant Replacement Program	\$25,000.00	Three hydrants purchased and delivered, locations to be determined by the Water Department
	Water System	Entry Door - Well #3	\$3,500.00	Completed, inadvertently charged to previous year's Capital budget, requesting existing funds for Well #5 door
	Water System	Chlorine Injection Well #2	\$5,000.00	Preliminary work has begun, purchase of equipment pending purchase order
	Water System	Mag Meters Well #'s 2, 3, & 4	\$20,000.00	Purchased, delivered, waiting for contractor installation
		Group Sub total	\$53,500.00	
F		Section 20 Costs	\$4,500.00	
		Group Total	\$58,000.00	
	Public Works	Engine Replacement 2006 Pick up	\$3,000.00	Completed inhouse
	Public Works	Replaces 1997 Utility Truck	\$49,000.00	Ordered, waiting delivery
	Public Works	Replacement of 1997 Toro Tractor	\$43,000.00	Arrival on or about Monday, November 5th
H	Manager	Replace 2006 Code Enforc./ Bldg Dpt Vehicle	\$35,000.00	
		Group Sub total	\$130,000.00	
		Section 20 Costs	\$1,200.00	
		Group Total	\$131,200.00	
	Public Works	Repair Fence - Recycling	\$17,900.00	Quotes received, awaiting review and discussion
	Park Maintenance	Cove Park Improvements	\$16,500.00	Pending revised plan and review from contractor
	Park Maintenance	Playground Safety Upgrades	\$9,500.00	Reviewing proposed work with JIF
		Group Sub total	\$43,900.00	
		Section 20 Costs	\$4,100.00	
		Group Total	\$48,000.00	



MOUNTAIN LAKES DPW  
CONCEPT PLAN  
NOT FOR CONSTRUCTION

EXISTING FLOOR PLAN

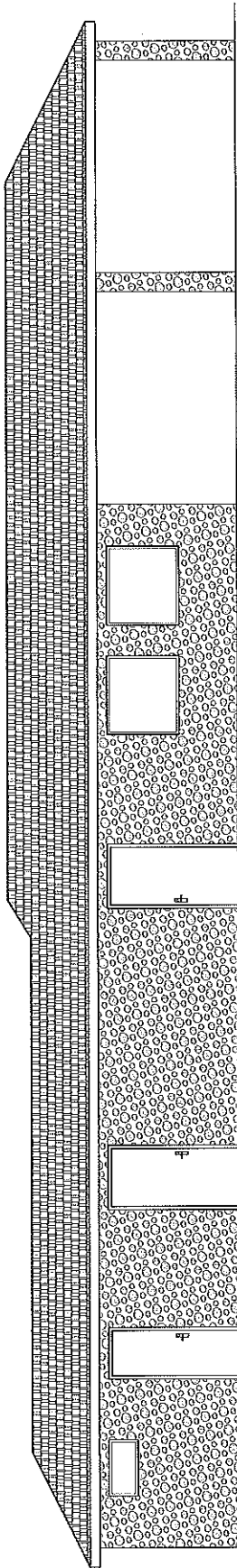
		<b>BIRCHWOOD LAKE FACILITIES RENOVATION</b>	
		Borough of Mountain Lakes, Morris County, New Jersey	
SCALE: 3/8" = 1'-0"		ANDERSON & DENZLER ASSOC., INC. CONSULTING ENGINEERS 6119 ROBERTALE AVE. EAST HANOVER, N.J. 07936	
PROJECT NO. 2018.25		DATE: 11/13/18	
DESIGNED BY: William D. Ryden		CHECKED BY: [Signature]	
DRAWN BY: [Signature]		DATE: 11/13/18	



MOUNTAIN LAKES DPW  
CONCEPT PLAN  
NOT FOR CONSTRUCTION

PROPOSED FLOOR PLAN

<p><b>BIRCHWOOD LAKE FACILITIES RENOVATION</b> Borough of Mountain Lakes, Morris County, New Jersey</p>		<p>SCALE: 3/8" = 1'-0"</p>	
<p>ANDERSON &amp; DENZLER ASSOC., INC. CONSULTING ENGINEERS 518 RIDGEDALE AVE. EAST HANOVER, N.J. 07936</p>		<p>WILLIAM D. RYDEN PROFESSIONAL ENGINEER N.J. LIC. NO. 24234</p>	
<p>DATE: 7/7/02</p>		<p>PROJECT NO.: 201825</p>	



PROPOSED BUILDING ELEVATION

MOUNTAIN LAKES DPW  
CONCEPT PLAN  
NOT FOR CONSTRUCTION

SCALE: 3/8" = 1'-0"

ANDERSON & DENZLER ASSOC., INC.  
CONSULTING ENGINEERS  
519 RIDGEWAY AVE. EAST HANOVER, N.J. 07936

WILLIAM D. RYDEN  
PROFESSIONAL ENGINEER N.J. LIC. NO. 24384

2018.05

# BIRCHWOOD LAKE FACILITIES RENOVATION

Borough of Mountain Lakes, Morris County, New Jersey

AD

DATE: 07/20/2018



**Birchwood Lake Building Renovation Project**  
**Trade and Materials Cost Analysis**

Demolition	Contracted Service	
	Machine Rental	\$ 15,000.00
	Dumpster Rental	\$ 11,750.00
	Debris Disposal	\$ 2,500.00
	Saw Cutting	\$ 3,600.00
		\$ 32,850.00
Masonry	Contracted Service	\$ 12,000.00
	Floors	\$ 6,100.00
	Walls	\$ 3,650.00
	Exterior Wall Extension	\$ 1,200.00
	Stucco?	\$ 8,300.00
	Sidewalks	\$ 3,950.00
		\$ 35,200.00
Carpentry	Contracted Service	
	Roof Framing/Sheeting	\$ 4,250.00
	Interior ceilings finish	\$ 7,100.00
	Roof Installation	\$ 6,900.00
	Doors	\$ 14,000.00
		\$ 32,250.00
Plumbing	Contracted Service	\$ 12,500.00
	New water & sewer connection	\$ 2,100.00
	Rough Plumbing	\$ 3,300.00
	Fixtures	\$ 9,200.00
	Partitions	\$ 14,500.00
	Accessories	\$ 6,400.00
	Showers	\$ 8,000.00
		\$ 56,000.00
Electrical	Contracted Service	\$ 8,900.00
	Circuits	\$ 2,000.00
	Rough Wiring	\$ 1,400.00
	Outlets	\$ 2,200.00
	Lighting	\$ 6,900.00
		\$ 21,400.00
Miscellaneous	Contracted Service	
	Life Guard Chairs	\$ 14,000.00
	Painting	\$ 1,000.00
	Benches	\$ 2,100.00
	Picnic Tables	\$ 4,200.00
	Waste Receptacles	\$ 9,500.00
	Overhead Doors	\$ 5,500.00
		\$ 36,300.00
	Sub Total	\$ 214,000.00
	Contingency 15%	\$ 32,100.00
	Total	\$ 246,100.00

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**BOROUGH OF MOUNTAIN LAKES  
INTEROFFICE MEMORANDUM**

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**TO:** Mitchell Stern, Borough Manager

**SUBJECT:** Third Quarter 2018 Current Budget Report

**DATE:** October 30, 2018

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Attached is the third quarter budget report for the current fund budget:

Revenues:

- Other Licenses – These fees are for raffle, food handlers, and solicitors' permits, they can vary from year to year.
- Other Fees & Permits – The realized revenue as of 9/30/18 is over the budgeted amount, the other fees and permits consist of: soil erosion permits, tree removal permits, Planning Board fees, and Zoning Board of Adjustment fees. These fees are based on applications submitted and can vary from year to year.
- Clerk Fees & Permits – Consists of vital statistics and road opening permits. These can vary from year to year and both are down as compared to 2017 revenue.
- Court Revenue – This revenue is about the same when compared to 2017, as of 9/30/18, we have collected \$3,712.18 over the budgeted amount. Any excess at year end will go to fund balance.
- Interest & Costs – Tax Collection – The revenue collected is at 63.21% of the amount anticipated however, on 12/5/18 the Tax Collector will be having the annual tax sale and additional interest and costs will be realized. I think we will realize the anticipated amount.
- Interest on Investments – The revenue is up in comparison to 2017, this is because we put excess capital funds into a certificate of deposit and prepaid taxes at 12/31/17 into a money market account that earned more interest.
- Board of Education Field Lease and Board of Education portion of Solid Waste fees – We have received the first and second quarters and will receive the third and fourth quarters in November.
- Trash Bag Receipts – Compared to the 2017 revenue as of 9/30 the revenue is down by \$15,774. It usually picks up in the fourth quarter but I am estimating that we will be under budget by about \$15,000.00 at year end.
- Uniform Construction Code Fees – The fees are based on the permits that are submitted. It can vary from year to year. The percentage is down compared to 2017.
- The State revenue is paid out between July and November.
- The tax collection percentage was 99.54% in the first quarter, 99.24% in the second quarter, and 98.61% in the third quarter. The tax sale is set for 12/5/18 and as of 10/24/18 8 tax accounts and 18 utility accounts are on the list.

Expenditures:


- All Salary & Wage accounts – All salary and wage accounts have the first pay in October charged to them since the funds were transferred on 9/20/18.

- General Administration Other Expenses – This account is on target however, the special planner contract will have to be amended. Funds will have to be transferred to this account, it is still under review and the amount is to be determined.
- Communication Advisory Comm. – There is another payment due this year for the website maintenance.
- Mayor & Council Other Expenses – Funds are remaining in the seminars line item.
- Municipal Clerk Other Expenses – The funds budgeted for the agenda management program were not spent and the codification of ordinances for the second half of the year has not been paid yet.
- Finance Salary & Wage – The CFO became full time 9/28/18, therefore some funds will be remaining in this account.
- Annual Audit – The audit for 2017 will be done in 2018 and paid for in 2018.
- Computer Services – The percentage expended is low because the police support contract will be paid in December and we have only paid the invoices for the IT maintenance through July.
- Tax Collector – Salary & Wage – There was a salary adjustment above the 3% which will come out of the salary adjustment account.
- Tax Collector – Other Expense - Funds are remaining because not as much was spent on seminars as budgeted.
- Engineering Other Expenses – This account will be over budget due to the inspections for the Natural Gas company, the dam inspections that are done every other year, and the Grunden's Pond field work. We have not received payment from NJ Natural Gas (\$14,153.20) and the dam inspections (\$15,000) and Grunden's Pond field work (\$12,000) were not budgeted for. We will probably have to transfer \$55,000-\$60,000 to this account.
- Planning Board and Board of Adjustment Salary & Wage – These hours are paid after the employee works so they are a little behind.
- Planning Board Other Expenses -- This line item is under budget due to the legal bills not submitted for payment up to date. In addition, we have not spent as much on consulting fees as we have in prior years.
- Board of Adjustment Other Expenses – The percentage is 95.23 but that includes the legal contract encumbrance for the remainder of the year.
- Uniform Construction Code – Other Expense – Funds are remaining in the printing and communications line items. A purchase order will be put in for some forms but the 2018 code books have not been approved by the State yet so they will not be available until 2019. The communications line item was to purchase Ipads for the inspectors but since 2 of them are retiring Steve decided to wait until 2019 to purchase them so the new employees can be trained.
- Code Enforcement Other Expenses – This account is used predominantly for uniform purchases and not as much was needed so far this year.
- Insurance – Liability, Worker's Compensation, and Unemployment Compensation – All three of these are paid out for the year. There are funds remaining in the liability insurance account because we received a reimbursement for the risk management fees.
- Group Insurance – The account is up to date, we should have some funds left at the end of the year for transfers.
- Police Salary & Wage – The police salary and wage account will be over budget by an estimated \$68,000.00. The overtime line item will be over due to; the storms earlier this year - \$23,612.81, the N.J. Natural Gas paving Project - \$15,035.71, one police officer

was out on disability for 6 months – approx. \$15,000, and additional personal day per officer in new contract – estimated \$12,000. In addition, there will be some small overages for the crossing guards, court overtime, and class II officers' line items.

- Police Other Expenses – This account is at 85.20% but there are a number of outstanding encumbrances.
- Traffic and Safety Committee Other Expenses – No expenses have been incurred so far this year. Chief Bennett will contact the committee chair person asking for an explanation and to evaluate what will be needed in the 2019 budget.
- Inter local Service Agreements – Both accounts are encumbered for the entire year.
- Emergency Management Other Expenses – Chief Bennett is reviewing with the Emergency Management Team as to what equipment is needed and purchase requisitions will be submitted soon.
- Fire Department Other Expenses – The percentage is at 88.57% but there are outstanding encumbrances. The department is monitoring this closely so that they don't go over budget.
- Volunteer Ambulance Squad Contribution – The contract for ambulance services is encumbered through the end of the year.
- Streets & Roads S&W – The overtime line item is over by \$14,139.31, due primarily to the big storms earlier in the year. Due to some personnel changes within the department and that the part time summer workers are finished there are some funds available in the regular salaries and part time line items that can cover some of the overtime however, I feel that \$10,000 should be transferred to the salaries and wages to cover any additional overtime just in case there are more storms before year end.
- Streets & Roads Other Expenses – There is \$81,385.12 remaining in the Storm Emergency account this can be used for transfers. The rest of the budget seems to be on target.
- Shade Tree Other Expenses – As of 9/30/18 they only spent 14.86% of their budget however, a big purchase order was encumbered in October for tree pruning and removal services.
- Solid Waste Other Expenses – This account might be over budget because we did not budget for the disposal of recycling materials and our dumpster line items are over. I will monitor this account closely, if our tipping fees are under budget then we should not have to transfer any funds to this account.
- Recycling Tax – The tax is only paid through July but this account should be within budget.
- Vehicle Repairs & Maintenance – The oil and antifreeze subaccount is over by \$1,481.55 and to make it through the end of the year we will need additional funds. In prior years not all of the purchases for oil for the vehicles was charged to this line item so that is being corrected this year. The fire department subaccount is over by \$10,843.59 due primarily to repairs for truck #2 that are not annual maintenance. Fire truck #2 has been burning oil so they are trying to determine the cause. The truck also needed repair of the pump packing system and replacement of batteries that were 8 years old. In addition, fire truck #1 needed to have the pump packing replaced and new tires which were 8 years old. There was another emergency repair for a leaking valve that needs to be charged to this account as well. I am estimating having to transfer about \$19,000.00 into this account in November, \$5,100 will come from the fire other expense budget.
- Board of Health Other Expenses – The contract for the year is encumbered.

- Woodland Committee – Funds were just encumbered in October, this budget should be within budget.
- Dog Regulation – If we run out of funds in the dog trust account then the expenses will be charged to this line item. We will not know until later in the year.
- Recreation S&W – There will be funds available because the Assistant Beach Director position and the part time life guard salaries were slightly under the budgeted amount.
- Aid to Public Library – This is encumbered for the entire year.
- Accumulated Leave Compensation – Salary & Wage – These funds will be moved to the trust account before year end.
- Celebration of Public Events – All of the budgeted funds were spent on the Memorial Day Parade.
- Electricity and Street Lighting – After reviewing these accounts there were invoices in the amount of \$18,133.98 charged to electricity instead of street lighting. The correction was made in October. The electricity accounts should be within budget but the street lighting might be over by about \$3,000.00.
- Natural Gas – The percentage is 55.07% however we will use more gas as it get colder.
- Telecommunications – The bills are only paid through August, the account should be within budget.
- Petroleum Products – This overall account will be over an estimated amount of \$3,000. The diesel fuel should be fine but the unleaded fuel might be over.
- Reserve for Salary Adjustment Salary & Wage – This amount can be used for transfers.
- PERS – The overage of \$1,484.59 is for the 2017 retro bill and we will be getting a 2018 retro pension bill. I am recommending transferring \$3,200 to this line item to cover it.
- Social Security – This account will be over primarily due to overtime. I estimate we should transfer \$12,000.00 to this account but it will depend on the amount of overtime through the end of the year.
- PFRS – The overage of \$346.32 is for the 2017 retro for the police Chief and we will be getting a 2018 retro pension bill. I am recommending transferring \$800.00 to this line item to cover it.
- Length of Service Awards – This is for the volunteer fire department members and will be paid out in 2019 for all members who qualified during 2018.
- DCRP – Employer Share – The amount paid every pay period is based on the hours worked by the part time employees who are in the DCRP program. This varies from pay to pay. The funds available in this account should be adequate.
- Capital Improvement Fund – The entire amount was transferred to the general capital account to be used as down payment money for capital ordinances.
- Grant Expenditures – All amounts are transferred to the grant account and the individual charges are made against the grant fund.
- Bond Interest – This account will be over by \$933.34 due to the additional interest for the bond interest payment on the bond that was a sinking fund bond.
- Deferred Charges – These are funds budgeted for deficits in the general capital account and the sewer operating account. These are paid out for the entire year.

  
 Monica Goscicki  
 Chief Financial Officer

# Revenue Budget

## Activity to 9/30/2018

\*ACTIVITY = Budget - (Balance + Encumbered) (You can include the break out by journal from the report options)

Matching: 011922020000 to 011922020099

Account Number	Description	Budget	Activity	Encumbered	Balance
01-192-20-200-000	UNANTICIPATED REVENUES (MRNA)				
01-192-20-200-003	MRNA - COPIES	-	17.45	-	(17.45)
01-192-20-200-004	MRNA - BOAT/BIKE REGISTRATIONS	-	315.00	-	(315.00)
01-192-20-200-005	MRNA - ADMIN FEES - O/S DETAIL	-	14,929.85	-	(14,929.85)
01-192-20-200-008	MRNA - BOAT IMPOUND FEES	-	400.00	-	(400.00)
01-192-20-200-009	MRNA - DUPLICATE TAX BILL FEES	-	10.00	-	(10.00)
01-192-20-200-010	MRNA - MISC.	-	15,523.45	-	(15,523.45)
01-192-20-200-012	MRNA - LEA REBATES	-	8,115.91	-	(8,115.91)
01-192-20-200-013	MRNA - DIV MOTOR VEHICLE FINES	-	50.00	-	(50.00)
01-192-20-200-017	MRNA - FLU CLINIC	-	-	-	-
01-192-20-200-019	MRNA - Proceeds from Sale of Assets	-	-	-	-
01-192-20-200-021	Crossing Guard Reimburse-Craig School	-	4,332.00	-	(4,332.00)
01-192-20-200-022	MRNA - Scrap Metal Proceeds	-	3,794.29	-	(3,794.29)
01-192-20-200-027	REFUND OF PRIOR YEAR EXPENSE	-	8,095.08	-	(8,095.08)
01-192-20-200-028	MRNA - RECYCLING	-	773.17	-	(773.17)
01-192-20-200-029	MRNA - New Legacy Books	-	129.36	-	(129.36)
01-192-20-200-030	MRNA - TAX COLL MAINTENANCE LIEN	-	1,080.00	-	(1,080.00)
TOTALS			57,565.56		(57,565.56)

### \* Miscellaneous

Clarity bin license 150.00

Pride Deployment Reimb.

S. Trumble - for 2017 14,259.00

Verizon Annual Fee 1,000.00

Cert. of Redemption

Lien Processing Fee 50.00

Claes Action Settlement

U.S. Gas & Electric 48.45

Miscellaneous 16.00

15,523.45

Current Fund - Revenue Budgets									
Account Number	Description	Activity to 9/30/2018			Activity to 9/30/2017			% Received	
		Budget	Activity	Balance	Budget	Activity	Balance	Received	%
01-190-07-200-000	AMOUNT TO BE RAISED BY TAXATION	\$6,381,185.35	\$23,741,251.59	\$ 30,122,436.94	\$6,223,970.00	\$1,379,500.00	\$ 4,844,470.00		22.16%
01-192-08-101-000	ANTICIPATED SURPLUS	\$1,564,338.00	\$1,564,338.00	-	\$1,028,400.00	\$1,028,400.00	-		100.00%
01-192-08-101-004	CAPITAL SURPLUS - GENERAL CAPITAL	\$5,000.00	\$5,000.00	-	\$0.00	\$0.00	-		100.00%
01-192-08-103-000	LICENSES - LIQUOR	\$12,000.00	\$12,688.00	(688.00)	\$12,000.00	\$12,688.00	(688.00)		105.73%
01-192-08-104-000	OTHER LICENSES	\$500.00	\$1,740.00	(1,240.00)	\$500.00	\$2,010.00	(1,510.00)		402.00%
01-192-08-105-000	FEES & PERMITS	\$19,000.00	\$24,908.79	(5,908.79)	\$36,500.00	\$15,692.54	20,807.46		42.99%
01-192-08-106-010	CLERK'S FEES & PERMITS	\$3,500.00	\$1,938.00	1,562.00	\$3,500.00	\$3,632.00	(132.00)		103.77%
01-192-08-110-000	MUNICIPAL COURT FINES & COSTS	\$31,000.00	\$34,712.18	(3,712.18)	\$27,500.00	\$31,935.78	(4,435.78)		116.13%
01-192-08-112-000	INTEREST & COSTS-TAX COLLECTION	\$42,500.00	\$26,866.04	15,633.96	\$42,500.00	\$37,110.43	5,389.57		87.32%
01-192-08-113-000	INTEREST ON INVESTMENTS	\$15,000.00	\$38,172.30	(23,172.30)	\$10,000.00	\$14,910.18	(4,910.18)		149.10%
01-192-08-115-000	CABLE FRANCHISE FEES	\$20,477.00	\$20,477.76	(0.76)	\$18,700.00	\$18,711.00	(11.00)		100.06%
01-192-08-118-000	RECREATION FEES & INCOME	\$50,000.00	\$63,139.00	(3,139.00)	\$26,000.00	\$60,742.00	(742.00)		101.24%
01-192-08-119-000	RENT FROM RAILROAD STATIONS	\$33,000.00	\$27,000.00	6,000.00	\$26,000.00	\$22,500.00	3,500.00		86.54%
01-192-08-120-000	T-MOBILE CELL TOWER LEASE	\$64,000.00	\$48,913.99	15,086.01	\$55,000.00	\$52,443.52	2,556.48		95.35%
01-192-08-121-000	SPRINT/NEXTEL LEASE-1/2 DUE T-MOBILE	\$18,000.00	\$15,680.79	2,319.21	\$18,000.00	\$15,224.04	2,775.96		84.58%
01-192-08-122-000	BOARD OF EDUCATION-FIELD LEASE	\$45,000.00	\$22,500.00	22,500.00	\$45,000.00	\$22,500.00	22,500.00		50.00%
01-192-08-123-000	VERIZON GROUND LEASE (AS OF 1/1/17)	\$29,500.00	\$23,174.91	6,325.09	\$29,988.00	\$22,499.91	7,488.09		75.03%
01-192-08-125-000	SOLID WASTE FEES	\$33,600.00	\$29,271.00	4,329.00	\$47,000.00	\$28,077.04	18,922.96		59.74%
01-192-08-126-000	TRASH BAG RECEIPTS	\$190,000.00	\$128,588.25	61,411.75	\$193,000.00	\$144,362.50	48,637.50		74.80%
01-192-08-160-000	UNIFORM CONSTRUCTION CODE FEES	\$125,000.00	\$73,766.00	51,234.00	\$125,000.00	\$111,636.00	13,364.00		89.31%
01-192-09-000-000	STATE AID REVENUE (NON-GRANT)	\$417,293.00	\$317,998.75	99,294.25	\$417,293.00	\$317,998.75	99,294.25		76.21%
01-192-10-000-000	FEDERAL & STATE GRANT REVENUE	\$49,158.27	\$49,158.27	-	\$35,057.95	\$35,057.95	-		100.00%
01-192-15-499-000	RECEIPTS DELINQUENT TAX	\$186,000.00	\$169,762.90	16,237.10	\$315,000.00	\$333,938.42	(18,938.42)		106.01%
01-192-18-001-000	CURRENT YEAR TAXES RECEIVED	\$0.00	\$18,754,701.17	(18,754,701.17)	\$0.00	\$22,817,064.99	(22,817,064.99)		
01-192-20-200-000	UNANTICIPATED REVENUES (MRNA)	\$0.00	\$57,565.56	(57,565.56)	\$0.00	\$82,690.29	(82,690.29)		
TOTALS		\$9,365,051.62	\$2,229,189.93	11,594,241.55	\$ 8,769,908.95	\$ 26,611,325.34	(17,841,416.39)		

Borough of Mountain Lakes Budget Comparison												
Current Fund - Expenditure Budgets												
Account Number	Description	Activity to 9/30/2018					Activity to 9/30/2017					
		Budget	Activity	Encumbered	Balance	% Expended	Budget	Activity	Encumbered	Balance	% Expended	% Encumbered
01-201-20-100-001	GENERAL ADMIN - SALARY & WAGES	\$125,619.00	\$91,077.92	\$0.00	\$34,541.08	72.50%	\$125,243.00	\$96,386.90	\$0.00	\$29,856.10	76.95%	76.95%
01-201-20-100-020	GENERAL ADMIN - OTHER EXPENSE	\$57,530.00	\$26,289.43	\$17,695.70	\$13,544.87	45.70%	\$57,750.00	\$46,993.98	\$6,764.97	\$4,051.10	81.27%	92.99%
01-201-20-101-020	COMMUNICATION ADV. COMM. - OTHER EXPENSE	\$7,000.00	\$9,060.00	\$0.00	\$3,940.00	43.71%	\$7,000.00	\$0.00	\$0.00	\$3,000.00	0.00%	0.00%
01-201-20-110-020	MAYOR & COUNCIL - OTHER EXP'S	\$4,000.00	\$1,574.29	\$55.00	\$2,370.71	39.36%	\$4,000.00	\$801.89	\$0.00	\$3,198.11	20.05%	20.05%
01-201-20-120-001	MUNICIPAL CLERK - SALARY/WAGE	\$85,611.00	\$59,281.47	\$0.00	\$26,329.53	69.25%	\$89,729.00	\$71,062.01	\$0.00	\$18,666.99	79.20%	79.20%
01-201-20-120-020	MUNICIPAL CLERK - OTHER EXP'S	\$25,600.00	\$7,673.01	\$1,100.69	\$16,826.30	29.97%	\$22,600.00	\$9,626.05	\$1,081.52	\$11,941.43	42.59%	47.16%
01-201-20-130-001	FINANCE - SALARY & WAGE	\$79,739.00	\$41,126.08	\$0.00	\$38,612.92	51.58%	\$53,145.00	\$39,832.24	\$0.00	\$13,292.76	74.99%	74.99%
01-201-20-130-020	FINANCE - OTHER EXPENSES	\$13,335.00	\$6,511.79	\$1,604.25	\$5,218.96	48.83%	\$13,665.00	\$6,365.66	\$4,661.00	\$2,638.34	46.58%	80.69%
01-201-20-140-000	ANNUAL AUDIT	\$22,440.00	\$22,440.00	\$0.00	\$0.00	100.00%	\$22,000.00	\$22,000.00	\$0.00	\$0.00	100.00%	100.00%
01-201-20-140-020	COMPUTER SERVICES	\$24,150.00	\$11,990.60	\$556.47	\$11,602.93	49.65%	\$21,300.00	\$10,527.65	\$6,765.26	\$4,007.09	49.43%	81.19%
01-201-20-145-001	TAX COLLECTOR - SALARY & WAGE	\$32,193.00	\$27,234.19	\$0.00	\$4,958.81	84.60%	\$31,299.00	\$22,080.04	\$0.00	\$9,218.96	70.55%	70.55%
01-201-20-145-020	TAX COLLECTOR - OTHER EXPENSES	\$3,985.00	\$2,291.58	\$0.00	\$1,693.42	57.51%	\$3,985.00	\$1,701.05	\$288.00	\$1,995.95	42.69%	49.91%
01-201-20-150-001	TAX ASSESSOR - SALARY & WAGE	\$23,247.00	\$18,403.90	\$0.00	\$4,843.10	79.17%	\$22,570.00	\$19,147.74	\$0.00	\$3,422.26	84.84%	84.84%
01-201-20-150-020	TAX ASSESSOR - OTHER EXPENSES	\$1,950.00	\$1,553.65	\$0.00	\$396.35	79.67%	\$1,200.00	\$974.05	\$0.00	\$225.95	81.17%	81.17%
01-201-20-151-020	RESERVE FOR TAX APPEALS - OTHER EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00		\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%	0.00%
01-201-20-155-020	LEGAL SERVICES - OTHER EXPENSE	\$132,500.00	\$74,736.01	\$16,116.23	\$41,647.76	56.40%	\$140,000.00	\$61,812.48	\$22,237.48	\$55,950.04	44.15%	60.04%
01-201-20-165-020	ENGINEERING SERVICES	\$34,250.00	\$29,416.80	\$0.00	\$4,833.20	85.89%	\$60,000.00	\$14,130.83	\$7,467.68	\$38,401.49	23.15%	36.00%
01-201-21-180-001	PLANNING BOARD - SALARY & WAGE	\$11,382.00	\$7,130.37	\$0.00	\$4,251.63	62.65%	\$12,281.00	\$6,649.47	\$0.00	\$5,631.53	54.14%	54.14%
01-201-21-180-020	PLANNING BOARD - OTHER EXPENSE	\$11,175.00	\$3,695.07	\$213.23	\$7,266.70	33.07%	\$9,175.00	\$7,598.30	\$31.18	\$1,635.52	81.83%	82.17%
01-201-21-185-001	BD OF ADJUST - SALARY & WAGE	\$11,382.00	\$7,130.34	\$0.00	\$4,251.66	62.65%	\$12,281.00	\$6,649.47	\$0.00	\$5,631.53	54.14%	54.14%
01-201-21-185-020	BD OF ADJUST - OTHER EXPENSES	\$13,575.00	\$6,834.08	\$6,093.93	\$647.99	50.34%	\$13,825.00	\$9,969.84	\$9,133.27	\$721.89	72.69%	72.69%
01-201-21-195-001	UNIFORM CONST CODE-SALARY/WAGE	\$96,620.00	\$75,229.93	\$0.00	\$21,390.07	77.86%	\$110,234.00	\$87,025.98	\$0.00	\$23,208.02	78.95%	78.95%
01-201-22-195-020	UNIFORM CONST - OTHER EXPENSES	\$6,910.00	\$3,937.69	\$0.00	\$2,972.31	56.99%	\$2,550.00	\$3,047.48	\$0.00	\$11,588.52	74.04%	74.04%
01-201-22-196-001	CODE ENFORCEMENT - SALARY & WAGE	\$42,885.00	\$33,950.58	\$0.00	\$8,934.42	79.17%	\$44,636.00	\$33,047.48	\$0.00	\$11,588.52	74.04%	74.04%
01-201-22-196-020	CODE ENFORCEMENT - OTHER EXPENSE	\$500.00	\$0.00	\$192.57	\$307.43	0.00%	\$250.00	\$0.00	\$0.00	\$250.00	0.00%	0.00%
01-201-23-210-020	INSURANCE - LIABILITY	\$102,085.00	\$89,204.69	\$4,632.62	\$8,247.69	87.38%	\$105,127.00	\$85,371.17	\$4,643.55	\$15,112.28	81.21%	85.67%
01-201-23-215-020	WORKERS COMPENSATION	\$78,847.00	\$78,846.09	\$0.00	\$0.91	100.00%	\$78,940.00	\$78,940.00	\$0.00	\$0.00	100.00%	100.00%
01-201-23-220-020	GROUP INSURANCE PLANS-EMPLOYEE	\$435,848.00	\$290,511.17	\$17,404.95	\$127,931.88	66.65%	\$414,788.00	\$322,457.12	\$8,986.40	\$83,344.48	77.74%	79.91%
01-201-23-225-020	INSURANCE - UNEMPLOYMENT COMPENSATION	\$10,000.00	\$10,000.00	\$0.00	\$0.00	100.00%	\$10,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
01-201-25-240-001	POLICE DEPT - SALARY & WAGE	\$1,779,181.00	\$1,424,283.42	\$0.00	\$354,897.58	80.05%	\$1,692,020.00	\$1,350,448.41	\$0.00	\$361,571.59	78.63%	78.63%
01-201-25-240-020	POLICE DEPT - OTHER EXPENSES	\$127,200.00	\$95,812.75	\$12,559.66	\$18,827.59	75.32%	\$137,305.00	\$70,115.97	\$8,633.43	\$58,555.60	51.07%	57.35%
01-201-25-241-020	TRAFFIC & SAFETY COMM. - OTHER EXPENSE	\$1,600.00	\$0.00	\$0.00	\$1,600.00	0.00%	\$1,600.00	\$0.00	\$0.00	\$1,600.00		
01-201-25-241-020	TRAFFIC & SAFETY COMM. - OTHER EXPENSE	\$1,600.00	\$79,792.26	\$26,597.43	\$10.31	74.99%	\$1,600.00	\$79,792.26	\$26,597.43	\$10.31	74.99%	99.99%
01-201-25-250-020	INTERLOCAL SERVICES: MC DISPATCH - OE	\$108,400.00	\$41,806.50	\$13,935.50	\$0.00	75.00%	\$54,854.00	\$41,148.00	\$13,716.00	\$0.00	75.00%	100.00%
01-201-25-251-020	INTERLOCAL SERVICES: DENVER COURT - OE	\$55,742.00	\$11,716.73	\$0.00	\$3,083.27	79.17%	\$8,000.00	\$5,299.27	\$0.00	\$1,700.73	78.74%	78.74%
01-201-25-252-001	EMERGENCY MGMT - SALARY & WAGE	\$9,000.00	\$6,333.25	\$0.00	\$1,666.75	79.17%	\$8,000.00	\$5,299.27	\$0.00	\$1,700.73	78.74%	78.74%
01-201-25-252-020	EMERGENCY MGMT - OTHER EXPENSE	\$4,100.00	\$0.00	\$0.00	\$4,100.00	0.00%	\$4,000.00	\$592.22	\$0.00	\$3,407.78	14.81%	14.81%
01-201-25-252-020	FIRE DEPT - SALARY & WAGE	\$7,500.00	\$5,987.54	\$0.00	\$1,562.46	79.17%	\$29,100.00	\$14,543.52	\$4,205.87	\$10,350.61	49.98%	64.43%
01-201-25-255-001	FIRE DEPT - OTHER EXPENSES	\$31,750.00	\$22,596.13	\$5,526.25	\$3,627.62	71.17%	\$15,000.00	\$11,250.00	\$3,750.00	\$0.00	75.00%	100.00%
01-201-25-260-020	VOL AMBULANCE SQUAD CONTRIB	\$12,000.00	\$11,250.00	\$3,750.00	\$0.00	75.00%	\$7,500.00	\$7,258.43	\$0.00	\$241.57	96.78%	96.78%
01-201-25-265-001	FIRE DEPT - SALARY & WAGE	\$14,800.00	\$11,716.73	\$0.00	\$3,083.27	79.17%	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%	0.00%
01-201-25-265-020	FIRE DEPT - SAFETY - OTHER EXP	\$1,500.00	\$1,000.00	\$0.00	\$500.00	66.67%	\$1,500.00	\$1,015.83	\$0.00	\$4,342.17	70.05%	70.05%
01-201-25-266-001	FIRE DEPT - SAFETY - SALARY & WAGE	\$0.00	\$0.00	\$0.00	\$0.00		\$331,262.00	\$284,319.37	\$0.00	\$46,942.63	85.83%	85.83%
01-201-26-290-001	STREETS & ROADS - SALARY/WAGE	\$357,851.00	\$290,321.96	\$0.00	\$67,529.04	81.13%	\$331,262.00	\$284,319.37	\$0.00	\$46,942.63	85.83%	85.83%



Borough of Mountain Lakes Budget Comparison													
Current Fund - Expenditure Budgets													
Account Number	Description	Activity to 9/30/2018					Activity to 9/30/2017						
		Budget	Activity	Encumbered	Balance	% Expended	Budget	Activity	Encumbered	Balance	% Expended	% Expended & Encumbered	
01-201-26-290-020	STREETS & ROADS - OTHER EXP.	\$78,000.00	\$179,667.84	\$36,109.75	\$162,222.41	47.53%	\$225,500.00	\$113,479.92	\$22,512.03	\$89,508.05	50.32%	60.31%	
01-201-26-300-020	SHADE TREE COMMISSION - O/E	\$44,650.00	\$620.00	\$6,016.84	\$38,016.84	1.39%	\$36,500.00	\$1,217.00	\$20,153.34	\$15,130.66	3.33%	58.55%	
01-201-26-305-001	SOLID WASTE - SALARY & WAGES	\$7,102.00	\$5,622.38	\$0.00	\$1,479.62	79.17%	\$6,895.00	\$5,482.41	\$0.00	\$1,412.59	79.51%	79.51%	
01-201-26-305-020	SOLID WASTE - OTHER EXPENSES	\$801,450.00	\$353,300.60	\$171,540.04	\$76,609.36	58.74%	\$450,650.00	\$274,212.34	\$49,072.98	\$127,364.68	60.85%	71.74%	
01-201-26-306-020	RECYCLING TAX	\$4,200.00	\$1,941.75	\$0.00	\$2,258.25	46.23%	\$4,000.00	\$2,419.08	\$335.66	\$1,247.26	60.48%	68.82%	
01-201-26-310-020	BLDG & GROUNDS - MUNIC BLDG	\$22,100.00	\$7,043.24	\$354.70	\$14,702.06	33.47%	\$24,600.00	\$10,568.86	\$1,583.23	\$12,441.91	42.96%	49.42%	
01-201-26-315-020	VEHICLE REPAIRS & MAINTENANCE	\$48,000.00	\$31,337.15	\$11,796.90	\$4,865.95	65.29%	\$42,500.00	\$38,692.95	\$3,760.19	\$46.86	91.04%	99.89%	
01-201-27-330-001	BOARD OF HEALTH - SALARY/WAGE	\$5,000.00	\$3,958.31	\$0.00	\$1,041.69	79.17%	\$5,000.00	\$3,904.97	\$0.00	\$1,095.03	78.10%	78.10%	
01-201-27-330-020	BOARD OF HEALTH - OTHER EXP.	\$25,500.00	\$19,068.00	\$6,355.00	\$760.00	74.78%	\$25,000.00	\$18,786.39	\$6,213.61	\$0.00	75.15%	100.00%	
01-201-27-335-020	ENVIRONMENTAL COMM - OTHER EXP	\$5,460.00	\$3,949.44	\$0.00	\$1,510.56	72.33%	\$5,210.00	\$2,000.00	\$0.00	\$3,210.00	38.39%	38.39%	
01-201-27-337-020	WOODLAND COMMITTEE - OTHER EXPENSE	\$750.00	\$69.00	\$0.00	\$681.00	9.20%	\$750.00	\$607.11	\$0.00	\$142.89	80.95%	80.95%	
01-201-27-340-020	DOG REGULATION - OTHER EXPENSE	\$2,200.00	\$0.00	\$404.00	\$1,796.00	0.00%	\$2,200.00	\$0.00	\$0.00	\$2,200.00	17.04%	17.04%	
01-201-27-360-020	CONTRIB TO SENIOR CITIZENS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00	\$170.43	\$0.00	\$829.57	60.79%	60.79%	
01-201-28-370-001	RECREATION DEPT. - SALARY/WAGE	\$88,498.00	\$73,060.72	\$0.00	\$15,437.28	82.56%	\$119,768.00	\$72,804.98	\$0.00	\$46,963.02	81.27%	89.75%	
01-201-28-370-020	PARKS & PLAYGROUNDS OTHER EXP.	\$37,550.00	\$24,911.80	\$501.22	\$12,136.98	66.34%	\$35,250.00	\$28,646.25	\$2,990.00	\$3,613.75	79.93%	84.48%	
01-201-28-375-020	MAINT OF PARKS (BEACHES/LAKES)	\$132,070.00	\$75,578.21	\$15,681.78	\$40,810.01	57.23%	\$100,500.00	\$80,334.16	\$14,618.19	\$5,547.65	83.33%	100.00%	
01-201-29-380-020	AID TO PUBLIC LIBRARY	\$68,000.00	\$218,166.69	\$43,833.37	\$0.00	83.33%	\$258,000.00	\$215,000.00	\$43,000.00	\$0.00	100.00%	100.00%	
01-201-30-415-010	ACCUMULATED LEAVE COMPENSATION - S&W	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%	\$10,000.00	\$10,000.00	\$0.00	\$0.00	100.00%	100.00%	
01-201-30-420-020	CELEBRATION OF PUBLIC EVENTS - O/E	\$2,500.00	\$1,705.34	\$0.00	\$793.65	68.25%	\$2,500.00	\$2,497.26	\$0.00	\$2.74	99.89%	99.89%	
01-201-31-435-020	ELECTRICITY - ALL DEPARTMENTS	\$52,500.00	\$39,962.18	\$4,758.42	\$7,779.40	76.12%	\$52,500.00	\$22,464.42	\$0.00	\$19,539.04	61.86%	62.78%	
01-201-31-436-020	ELECTRICITY - STREET LIGHTING	\$45,000.00	\$12,754.94	\$0.00	\$32,245.06	28.34%	\$45,000.00	\$22,464.42	\$0.00	\$19,539.04	59.86%	59.86%	
01-201-31-437-020	NATURAL GAS	\$25,000.00	\$13,765.30	\$440.78	\$10,792.92	55.07%	\$25,000.00	\$13,468.21	\$0.00	\$9,031.79	40.57%	65.83%	
01-201-31-440-020	TELECOMMUNICATIONS	\$22,500.00	\$13,207.60	\$595.87	\$8,696.53	58.70%	\$22,500.00	\$15,214.85	\$9,471.48	\$12,813.67	101.38%	101.38%	
01-201-31-447-020	PETROLEUM PRODUCTS	\$37,500.00	\$21,198.80	\$13,963.99	\$2,337.21	56.53%	\$37,500.00	\$15,214.85	\$0.00	\$15,500.00	84.67%	84.67%	
01-201-31-456-010	RESERVE FOR SALARY ADJUSTMENT - S&W	\$15,500.00	\$0.00	\$0.00	\$15,500.00	0.00%	\$15,500.00	\$0.00	\$0.00	\$0.00	100.00%	100.00%	
01-201-36-471-020	PERS	\$108,165.00	\$107,647.59	\$0.00	\$1,484.59	101.40%	\$98,647.00	\$100,007.00	\$0.00	\$1,360.00	101.38%	101.38%	
01-201-36-472-020	SOCIAL SECURITY (O.A.S.I.)	\$110,432.00	\$92,929.63	\$0.00	\$17,502.37	84.15%	\$108,423.00	\$91,800.20	\$0.00	\$16,622.80	84.67%	84.67%	
01-201-36-475-000	PERS - CONTRIBUTION	\$372,968.00	\$373,314.32	\$0.00	\$-346.32	100.09%	\$318,446.00	\$318,446.00	\$0.00	\$0.00	100.00%	100.00%	
01-201-36-476-020	LENGTH OF SVS AWARDS (LOSAP)	\$22,500.00	\$0.00	\$0.00	\$22,500.00	0.00%	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%	0.00%	
01-201-36-477-020	DCRP - EMPLOYER SHARE	\$8,165.00	\$4,192.53	\$0.00	\$3,972.47	51.35%	\$1,800.00	\$909.95	\$0.00	\$890.01	100.00%	100.00%	
01-201-41-700-000	GRANT EXPENDITURES	\$49,158.27	\$49,158.27	\$0.00	\$0.00	100.00%	\$40,057.95	\$40,057.95	\$0.00	\$0.00	100.00%	100.00%	
01-201-44-901-020	CAPITAL IMPROVEMENT FUND	\$38,865.00	\$38,865.00	\$0.00	\$0.00	100.00%	\$38,865.00	\$38,865.00	\$0.00	\$0.00	100.00%	100.00%	
01-201-45-920-020	PAYMENT OF BOND PRINCIPAL	\$1,015,000.00	\$735,000.00	\$0.00	\$280,000.00	72.41%	\$875,000.00	\$595,000.00	\$0.00	\$280,000.00	68.00%	68.00%	
01-201-45-925-020	PAYMENT OF BAN PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$221,400.00	\$221,400.00	\$0.00	\$0.00	100.00%	100.00%	
01-201-45-980-020	INTEREST ON BONDS	\$261,125.00	\$241,058.34	\$0.00	\$20,066.66	92.32%	\$174,775.00	\$146,775.00	\$0.00	\$28,000.00	83.98%	83.98%	
01-201-45-985-020	INTEREST ON NOTES	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$18,155.00	\$18,155.00	\$0.00	\$0.00	100.00%	100.00%	
01-201-46-880-020	DEFERRED CHARGES	\$86,510.00	\$86,510.00	\$0.00	\$0.00	100.00%	\$22,893.00	\$22,893.00	\$0.00	\$0.00	100.00%	100.00%	
01-201-50-899-020	RESERVE FOR UNCOLLECTED TAXES	\$1,412,153.35	\$1,412,153.35	\$0.00	\$0.00	100.00%	\$1,379,500.00	\$1,379,500.00	\$0.00	\$0.00	100.00%	100.00%	
TOTALS		\$9,565,051.62	\$7,264,701.53	\$440,387.14	\$1,659,962.95	77.57%	\$8,774,908.95	\$6,873,101.09	\$297,111.42	\$1,604,696.44	78.33%	81.71%	

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**BOROUGH OF MOUNTAIN LAKES  
INTEROFFICE MEMORANDUM**

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**TO:** Mitchell Stern, Borough Manager

**SUBJECT:** Third Quarter 2018 Water Budget Report  
Third Quarter 2018 Sewer Budget Report

**DATE:** October 30, 2018

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Attached are the third quarter budget reports for the water operating and sewer operating budgets:

**Water Operating:**

- The total Water Operating budget for 2018 is \$827,324.00, of that amount \$734,000.00 is from water usage fees. Based on the total budget, three quarters' revenue of the water rents would be \$550,500.00. Our receipts through the third quarter were \$457,646.75 which is 62.35% of the budgeted revenue. The percentage collected for what was billed during the third quarter was 94%. The water usage has been down for 2018. Based on a 94% collection rate I feel we will be under budget for revenue collections approximately \$15,000 for the year.
- The expenditures paid or charged as of 9/30/18 are 73.47% of the total budget. The salaries and wages and social security are slightly under 75% of the budgeted amount, due to some turnover of employees in the DPW. The other expenses are at 70.09% expended, the electric bills are only paid through August. The capital outlay line item is almost completely spent, there were some major repairs that needed to be done.
- The PERS employer bill for 2018 has been paid in full but we will be receiving a bill for the 2018 salary increase therefore, we should transfer approximately \$500.00 to this line item to cover it.

**Sewer Operating:**

- The total Sewer Operating budget is \$983,130.00, of that amount \$863,000.00 is from sewer usage fees. Based on the total budget, three quarters' revenue of the sewer usage fees would be \$647,250.00. Our receipts through the third quarter were \$624,433.73 which is 72.36% of the budgeted revenue. The percentage collected for what was billed during the third quarter plus the beginning balance was 83.71%. As a note, 95% of the sewer billing adjustment for 2017 has been collected. Based on an 83.17% collection rate I feel we will be under budget for revenue collections approximately \$20,000 for the year.
- The expenditures paid or charged as of 9/30/18 are 80.57% of the total budget. They are on target for the year. The salaries and wages and social security are slightly under 75% due to turnover of some employees in the DPW. The total other expenses are at 83.59% expended because the funds due to Parsippany are encumbered for the entire year.
- The PERS employer bill for 2018 has been paid in full but we will be receiving a bill for the 2018 salary increase therefore, we should transfer approximately \$500.00 to this line item to cover it.

  
Monica Goscicki  
Chief Financial Officer

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Borough of Mountain Lakes			
Water and Sewer - Billing and Revenue			
Third Quarter 2018			
	July	August	Sept
Water:			
Beginning Balance	\$1,547.51	\$165,410.11	\$28,309.82
Adjustments (+/-)			
Billed - Including Adjustments	\$224,890.20	\$2,799.99	\$2,055.07
Receipts - Including Adjustments	-\$61,027.60	-\$139,900.28	-\$15,441.16
Ending Balance	\$165,410.11	\$28,309.82	\$14,923.73
Sewer:			
Beginning Balance	\$36,626.05	\$158,727.22	\$50,484.32
Adjustments (+/-)			
Billed - Including Adjustments	\$181,661.22	\$2,482.48	\$1,331.05
Receipts - Including Adjustments	-\$59,560.05	-\$110,725.38	-\$15,643.44
Ending Balance	\$158,727.22	\$50,484.32	\$36,171.93

Borough of Mountain Lakes												
Sewer Operating - Revenue Budgets												
Account Number	Description	Activity to 9/30/2018			Activity to 9/30/2017			%			%	
		Budget	Activity	Balance	Received	Budget	Activity	Balance	Received	Budget	Activity	Balance
07-192-08-501-000	ANTICIPATED SURPLUS	\$34,507.00	\$34,507.00	\$0.00	100.00%	\$35,000.00	\$35,000.00	\$35,000.00	100.00%			
07-192-17-000-000	SEWER OPERATING REVENUES	\$863,000.00	\$624,433.73	\$238,566.27	72.36%	\$760,000.00	\$484,608.21	\$275,391.79	63.76%			
07-192-17-001-000	SEWER - MISCELLANEOUS FEES	\$20,000.00	\$18,111.69	\$1,888.31	90.56%	\$60,169.00	\$11,813.95	\$48,355.05	19.63%			
07-192-17-003-000	SEWER REVENUE - CURRENT DEFICIT FUNDING	\$65,623.00	\$65,623.00	\$0.00								
TOTALS		\$983,130.00	\$742,675.42	\$240,454.58	75.54%	\$855,169.00	\$531,422.16	\$358,746.84	62.14%			
Sewer Operating - Expenditure Budgets												
Account Number	Description	Activity to 9/30/2018			Activity to 9/30/2017			%			%	
		Budget	Activity	Encumbered	Balance	Expended	Budget	Activity	Encumbered	Balance	Expended	Balance
07-201-55-510-001	Sewer Operating - Salary & Wages	\$249,973.00	\$170,724.07	\$0.00	\$79,248.93	68.30%	\$241,980.00	\$188,019.16	\$0.00	\$53,960.84	77.70%	
07-201-55-520-520	Sewer Operating - Other Expenses	\$581,423.00	\$380,864.78	\$105,142.78	\$95,415.44	83.59%	\$575,700.00	\$385,559.12	\$104,298.84	\$85,842.04	85.09%	
07-201-55-527-000	Sewer Operating - Capital Outlay	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%	
07-201-55-531-000	Sewer Operating - Social Security	\$18,741.00	\$12,351.74	\$0.00	\$6,389.26	65.91%	\$17,746.00	\$13,694.76	\$0.00	\$4,051.24	77.17%	
07-201-55-532-000	Sewer Operating - P.E.R.S.	\$10,485.00	\$10,485.19	\$0.00	-\$0.19	100.00%	\$9,743.00	\$9,743.00	\$0.00	\$0.00	100.00%	
07-201-55-533-001	Sewer Operating - Deferred Charges	\$112,508.00	\$112,507.11	\$0.00	\$0.89	100.00%						
TOTALS		\$983,130.00	\$686,932.89	\$105,142.78	\$191,054.33	80.57%	\$855,169.00	\$597,016.04	\$104,298.84	\$153,854.12	82.01%	

Borough of Mountain Lakes												
Water Operating - Revenue Budgets												
Account Number	Description	Activity to 9/30/2018				Activity to 9/30/2017						
		Budget	Activity	Balance	% Received	Budget	Activity	Balance	% Received			
05-192-08-501-000	ANTICIPATED SURPLUS	\$93,324.00	\$93,324.00	\$0.00	100.00%	\$60,000.00	\$60,000.00	\$0.00	100.00%			
05-192-17-000-000	WATER OPERATING REVENUES	\$734,000.00	\$457,646.75	\$276,353.25	62.35%	\$752,954.00	\$494,603.38	\$258,350.62	65.69%			
05-192-17-100-000	MRNA - INTEREST EARNED	\$0.00	\$896.13	-\$896.13		\$0.00	\$1,204.39	-\$1,204.39				
TOTALS		\$827,324.00	\$551,866.88	\$275,457.12	66.71%	\$812,954.00	\$555,807.77	\$257,146.23	68.37%			
Water Operating - Expenditure Budgets												
Account Number	Description	Activity to 9/30/2018				Activity to 9/30/2017						
		Budget	Activity	Encumbered	% Expended	Budget	Activity	Encumbered	% Expended			
05-201-55-510-001	Water Operating - Salary & Wages	\$429,862.00	\$314,553.18	\$0.00	73.18%	\$409,208.00	\$309,817.65	\$0.00	75.71%			
05-201-55-520-520	Water Operating - Other Expenses	\$319,793.00	\$185,317.67	\$38,816.90	70.09%	\$345,770.00	\$192,681.75	\$32,345.16	65.08%			
05-201-55-527-000	Water - Capital Outlay	\$15,000.00	\$14,405.54	\$0.00	96.04%	\$15,000.00	\$0.00	\$0.00	0.00%			
05-201-55-531-000	Water - Social Security	\$30,971.00	\$23,004.20	\$0.00	74.28%	\$29,579.00	\$23,315.94	\$0.00	78.83%			
05-201-55-532-000	Water - P.E.R.S.	\$14,417.00	\$14,417.00	\$0.00	100.00%	\$13,397.00	\$13,397.00	\$0.00	100.00%			
05-201-55-534-000	Water - Emergency	\$17,281.00	\$17,280.67	\$0.00	100.00%	\$125,000.00	\$83,279.69	\$200.98	66.78%			
TOTALS		\$827,324.00	\$568,978.26	\$38,816.90	73.47%	\$937,954.00	\$622,492.03	\$32,546.14	69.84%			

**Water and Sewer Billing by Quarter 2012-2018**  
In Gallons

	1Q		2Q		3Q		4Q		Total		Total Water & Sewer	Total Res & Comm
	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer		
2012 Residential Yard	24,927,303.04	24,423,827.04	27,326,681.88	26,720,475.04	34,334,308.80	31,264,929.52	26,317,988.16	23,674,846.60	112,966,281.88	106,094,078.20	219,000,360.08	112,966,281.88
Commercial	3,476,109.80	3,753,274.80	4,400,476.88	3,670,254.32	8,447,819.32	5,060,474.52	4,452,112.88	3,723,491.20	20,776,518.88	16,207,494.84	32,789,730.48	20,776,518.88
	28,403,412.84	28,177,101.84	41,964,937.84	30,390,729.36	63,870,613.48	36,325,404.04	32,293,567.08	27,348,337.80	186,532,531.24	122,241,573.04	288,774,104.28	133,742,800.76
2013 Residential Yard	23,985,314.12	23,686,518.92	28,201,059.32	28,465,732.04	27,753,454.56	27,001,854.76	25,645,581.48	25,090,318.64	105,535,409.48	102,244,424.36	207,779,833.84	105,535,409.48
Commercial	62,996.56	-	11,531,301.00	-	15,092,515.64	-	144,900.24	-	26,771,713.44	-	26,771,713.44	32,472,445.64
	2,962,869.68	3,094,059.68	3,206,565.00	5,090,365.08	22,629,530.00	20,117,161.12	3,673,481.96	3,967,981.96	32,472,445.64	32,269,577.84	64,742,024.48	32,472,445.64
	26,961,180.36	26,780,588.60	42,938,925.32	31,556,097.12	65,415,500.20	47,119,015.88	29,463,963.68	29,058,300.60	164,779,569.55	134,514,002.20	299,293,571.76	138,007,856.12
2014 Residential Yard	25,980,397.32	24,885,773.72	23,574,126.28	23,060,619.60	29,409,547.12	28,250,088.52	24,491,385.04	24,121,539.60	103,455,455.76	100,318,021.44	203,773,477.20	103,455,455.76
Commercial	86,827.84	-	10,554,092.84	-	18,132,628.72	-	156,067.68	-	28,929,617.08	-	28,929,617.08	11,940,155.96
	3,456,499.96	3,617,343.96	1,949,776.00	3,445,730.20	4,214,470.00	4,198,476.88	2,319,416.00	3,874,224.80	11,940,155.96	15,135,775.84	27,075,931.80	11,940,155.96
	29,523,719.12	28,503,117.68	36,077,995.12	26,506,349.80	51,756,645.84	32,448,565.40	26,966,968.72	27,995,764.40	144,325,228.80	115,453,797.28	259,779,026.08	115,395,611.72
2015 Residential Yard	26,103,722.04	25,212,817.04	27,215,618.72	26,066,436.28	31,339,052.64	29,622,529.00	29,374,097.04	28,844,291.68	114,052,490.44	109,746,074.00	223,798,564.44	114,052,490.44
Commercial	15,595.04	-	13,772,653.24	-	20,890,566.40	-	266,534.84	-	34,945,350.52	-	34,945,350.52	18,071,568.50
	3,700,402.04	3,862,147.04	4,061,678.84	2,626,488.12	6,871,637.44	4,717,580.00	3,437,850.28	3,615,369.68	18,071,568.50	14,821,584.84	32,893,153.44	132,124,059.04
	29,813,726.12	29,074,964.08	45,049,950.80	28,692,924.40	59,121,256.48	34,340,109.00	33,078,482.16	32,459,661.36	167,069,409.56	124,567,658.84	291,637,068.40	132,124,059.04
2016 Residential Yard	17,993,622.04	18,346,543.28	29,706,092.56	28,687,308.08	32,663,837.32	31,481,829.24	23,951,436.80	24,309,167.04	104,314,988.72	102,824,847.64	207,139,836.36	104,314,988.72
Commercial	29,981.44	-	19,739,595.16	-	22,902,957.24	-	572,504.24	-	43,244,438.08	-	43,244,438.08	15,973,977.72
	2,195,989.00	2,263,151.00	4,798,475.44	4,109,352.36	6,218,734.84	4,271,204.80	2,759,778.44	2,946,819.44	15,973,977.72	13,590,617.60	29,564,595.32	15,973,977.72
	20,213,992.48	20,609,694.28	54,244,163.16	32,796,660.44	61,785,529.40	35,753,124.04	27,283,719.48	27,255,986.48	163,533,404.52	116,415,465.24	279,948,869.76	120,286,966.44
2017 Residential Yard	22,830,865.00	22,888,733.84	25,549,138.96	24,771,044.08	25,109,834.20	24,246,142.36	21,901,129.88	22,293,119.52	95,350,968.04	94,199,039.80	189,590,007.84	95,350,968.04
Commercial	155,968.52	-	13,855,956.68	-	16,339,274.68	-	178,372.04	-	30,529,571.92	-	30,529,571.92	13,483,930.52
	3,139,738.04	3,363,538.04	3,609,992.88	3,263,013.28	3,604,578.64	3,183,025.80	3,130,120.96	3,315,706.04	13,483,930.52	13,125,283.16	26,609,213.68	108,874,898.56
	26,126,071.56	26,252,271.88	43,015,088.52	28,034,057.36	45,059,687.52	27,419,168.16	25,209,622.88	25,608,825.56	139,404,470.48	107,324,322.96	246,728,793.44	108,874,898.56
2018 Residential Yard	22,446,514.44	23,500,720.20	21,776,923.76	21,640,726.32	27,307,292.16	26,872,337.56	71,530,730.36	71,813,784.08	143,344,514.44	143,344,514.44	143,344,514.44	71,530,730.36
Commercial	33,709.00	-	12,321,982.44	-	17,198,510.32	-	29,554,201.76	-	29,554,201.76	-	29,554,201.76	14,763,272.76
	3,226,182.48	3,147,937.00	5,651,948.24	3,187,636.00	5,885,141.04	4,933,749.80	115,848,204.88	112,669,322.80	115,848,204.88	112,669,322.80	115,848,204.88	86,294,003.12
	25,706,406.92	26,448,657.20	39,750,854.44	24,828,362.32	50,390,943.52	31,808,087.36	25,209,622.88	25,608,825.56	115,848,204.88	83,083,106.88	198,931,311.76	86,294,003.12

\* Note:

1st Quarter use is January-March current year

2nd Quarter use is April-June current year

3rd Quarter use is July-September current year

4th Quarter use is October-December current year

**Borough of Mountain Lakes  
Discussion Item  
November 7, 2018  
Birchwood Lake & Island Beach Project**

**Issue:** Is there Council consensus to direct the Borough Manager to proceed with the scaled-down beach project detailed in today's Special Presentation – a phased approach to renovate existing beach facilities, beginning with Birchwood Lake? Also, should some funds that have been bonded for the original beach project be reallocated?

**Facts:** The bids for new beach facilities at Birchwood Lake and Island Beach failed in 2017. After a year-long effort to reengineer the project to reduce costs, bids for the project failed again. At the September 24, 2018 Council meeting, Borough Council directed the Borough Manager to: 1) reject the failed bids; 2) rebid the project; and 3) in parallel, to work with the Department of Public Works to develop plans for a scaled-down Island Beach and Birchwood Lake project, primarily a renovation of existing facilities. Since then the rebidding of the project failed again. Council is being asked both to reject the failed rebids and to consider the new proposal for a scaled-down version of the project – starting with a first phase that focuses on Birchwood Lake facilities. Currently there is approximately \$1.3M bonded for the Island Beach and Birchwood Lake project.

Best Practices Worksheet CY 2018/SFY2019

Mountain Lakes Borough (Morris)		Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Core Competencies	Comments
Yes	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?		
Prospective	Has your municipality filed a copy of all current shared service agreements and amendments thereto, for which it provides a shared service, along with the estimated savings for each party, with the Division as required by N.J.S.A. 40A:65-4b (excluding cooperative purchasing agreements governed by the Local Public Contracts Law)?		
Yes	If a final judgment has been entered against the municipality in a legal matter such as a tax appeal, tort claim, or contractual dispute, and there is no further adjudication, or if the municipality reached a final settlement of a legal matter in the past year, has your municipality satisfied its obligations under the final judgment or settlement in a timely fashion pursuant to its terms? This question cannot be answered "yes" if your municipality has satisfied a judgment or settlement but additional interest and/or other penalties have been imposed for noncompliance with its terms. This question does not apply to claims adjudicated or settled by the municipality's JIF or insurance carrier.		
Yes	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. Have all of your local elected officials filed their Financial Disclosure Form in 2018 that covers the 2017 calendar year?		
N/A	If the amount of a final judgment not covered by a JIF or an insurance carrier exceeds the amount of reserves set aside through prudent fiscal planning, has your municipality submitted a timely refunding bond application to the Local Finance Board in order to satisfy the judgment?		
Yes	Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles except for commuting? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.		Personnel policies adopted 2014



Best Practices Worksheet CY 2018/SFY2019

Mountain Lakes Borough (Morris)			
Please see Color Key at bottom of sheet for limits on answers			
	Answer	Question	Comments
1425			
7	Yes	Having conducted a review of several LOSAP Programs across the State, on June 30, 2015 the Office of the State Comptroller issued a report raising concerns about LOSAP program oversight and contributions not being made in compliance with applicable rules and regulations. Local Finance Notice 2016-3 discusses the report's findings and provides updated guidance on LOSAP administration. If your municipality administers a LOSAP Program, have relevant officials reviewed LFN 2016-3 to ensure compliance with the LOSAP statute and implementing regulations?	
8	Yes	Did your municipality file its Annual Financial Statement (AFS) with DLGS by the statutory deadline (Which may include the extended deadline of February 26, where applicable)?	
9	Yes	Have all audit findings from the 2017 audit been identified in the corrective action plan? Please list the date the corrective action plan was submitted to DLGS under Comments. Only answer "N/A" if there were no audit findings in the 2017 audit.	13-Jun-18
10	No	Have all audit findings from the 2016 audit been and addressed such that they are not repeated in the 2017 audit? If not, please list any repeat findings under Comments. Only answer "N/A" if there were no audit findings in the 2017 audit.	1. An adequate segregation of duties be maintained with respect to the recording and treasury functions. 2. Tax overpayments continue to be reviewed, refunded, applied to current year taxes, or canceled through resolution.
11	Yes	Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that its auditor has filed a certified duplicate copy of the audit report with the Division? You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.	
12	Yes	Did your municipality file its Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 or July 31, as appropriate?	
13	Yes	Is your municipality fully compliant with all outstanding debt disclosure obligations as contained in Local Finance Notice 2014-09?	The Borough hired Phoenix Advisors to ensure that the Borough is in compliance for all outstanding debt disclosure obligations.

Best Practices Worksheet CY 2018/SFY2019

Mountain Lakes Borough (Morris)			
Please see Color Key at bottom of sheet for limits on answers			
	Answer	Question	Comments
425	N/A	The "Director's Ratio" (the average ratio of assessed to true market value) for each municipality as determined by the Director of the Division of Taxation, in the Table of Equalized Valuations promulgated annually pursuant to N.J.S.A. 54:1-35.1. A Director's Ratio of lower than 85 percent generally reflects inequitable assessments and the need for revaluation. N.J.A.C. 18:12A-1.14, if the ratio of assessed values to market values in your municipality is presently less than 85%, has your municipality retained an assessor, issued an RFP for revaluation services, or voted to conduct a revaluation within the next two years?	Ratio is 88.40%
45	Yes	Effective for CY2017/SFY2018 and CY2018/SFY2019 municipal budgets, the annual maximum contribution a municipality can appropriate for use by its volunteer fire companies or board of fire commissioners pursuant to N.J.S.A. 40A:14-34 is \$150,750. In any municipality where there are more than three volunteer fire companies or fire districts, the governing body may appropriate an additional \$50,000 annually for each additional volunteer company or fire district. At least 50% of the municipality's annual appropriation must be used by a volunteer fire company or board of fire commissioners for the purchase of fire equipment, materials and supplies. N.J.S.A. 40A:14-34 requires the volunteer fire company or fire district to provide the municipal governing body, on an annual basis, an accounting of the use of all municipal funds. See Local Finance Notice 2017-6R for further details. Is your municipality obtaining from each volunteer fire company or fire district an accounting of the use of all municipal funds?	The Borough purchases all items for the fire department.
13	No	Did your municipality introduce and adopt its current year budget no later than the dates required by law or extended by the Director in Local Finance Notice 2017-26? This question may only be answered N/A if your municipality is under State Supervision or was instructed by the Division to delay budget adoption.	
17	Yes	Revenue earned from construction code enforcement fees must be dedicated to enforcing the UCC. N.J.A.C. 5:23-4.17 and 4.18 and Local Finance Notice 2017-15 establish detailed parameters governing municipal construction code fees. Can your municipality certify that its UCC enforcement fees do not exceed the level necessary?	

Best Practices Worksheet CY 2018/SPY2019

Mountain Lakes Borough (Morris)		Please see Color Key at bottom of sheet for limits on answers	
	Answer	Question	Comments
1425			
18	N/A	Bid Prequalification standards can comprise an anti-competitive practice. to ensure a fair and open process, state law requires the Director of the Division of Local Government Services to approve all prequalification regulations enacted by contracting units subject to the Local Public Contracts Law. Is your municipality compliant with the obligations set forth in N.J.S.A. 40A:11-25, including seeking Director approval prior to implementing and enforcing all prequalification regulations? "N/A" is only applicable where the municipality has not adopted any prequalification regulations.	
19	Yes	Does your municipality publish the required notices regarding professional services contracts to keep the public informed about the cost of professional services?	
20	Yes	N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to <a href="mailto:contracts@perc.state.nj.us">contracts@perc.state.nj.us</a> . Has your municipality filed all current contracts with PERC?	
21	Yes	Has your municipality taken measures to prevent employee discrimination and promote equal pay for all groups protected under the Law Against Discrimination (N.J.S.A. 10:5-1 et seq.) in light of the "Diane B. Allen Equal Pay Act" (P.L. 2018, c. 9), which greatly increases municipal liability for the failure to assure such protections?	
Additional Best Practices			
22	Yes	Has your municipality explored shared service opportunities with other local governments (including boards of education) within the past year? In the Comments section, please identify all shared service opportunities explored, whether an agreement resulted and, where no agreement was reached, the reason(s) why.	Prisoner processing function, available resources could not accommodate expanded level of service.
23	N/A	Have sufficient reserves been allocated towards satisfying any potential final judgment or settlement in a legal matter that is presently ongoing, including toward any deductible requirement imposed by the municipality's JIF or insurance carrier?	

Best Practices Worksheet CY 2018/SFY2019

Mountain Lakes Borough (Morris)		
Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	Comments
Yes	Does your municipality add a fringe benefit value to the gross income reported on the employee's W-2 for employees authorized to use municipal vehicles for commuting to/from work (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.	No municipal vehicles are used to commute to/from work
N/A	Within the past year, has your municipality's governing body assessed the authority or authorities it has created to ascertain whether they continue to serve the public interest and are more efficient than other means of providing the same services and/or financing public facilities?	
N/A	Have the governing body's findings and conclusions from the annual review of its authorities been discussed as a public agenda item at a scheduled governing body meeting?	
N/A	Has the governing body's findings and conclusion from the annual review of its authorities been incorporated into the publicly available meeting minutes? (Please identify the meeting date under "Comments.")	

Best Practices Worksheet CY 2018/SFY2019

Mountain Lakes Borough (Morris)			Comments
Please see Color Key at bottom of sheet for limits on answers			
	Answer	Question	
425			
426	N/A	Payments In Lieu of Taxes (PILOTs) are often used to spur economic development. It is imperative that municipalities monitor PILOT agreements to ensure recipients comply with all agreement terms, including timely payment and reporting. Does your municipality have an appropriate official designated to monitor exemptions granted pursuant to the Long-Term Exemption Law, N.J.S.A. 40A:20-1 et seq., and Five-Year Exemptions/Abatements granted pursuant to N.J.S.A. 40A:21-1 et seq.?	No payments in lieu of Taxes
427	N/A	Does your municipality have a documented process for ensuring compliance with the terms of each PILOT agreement?	
428	Yes	In the past year, has your municipality analyzed whether changes to its master plan and zoning ordinances could improve flood and storm resiliency? For towns that have experienced repeated or extended power outages in the past few years, please note in the comments whether public utilities have improved a) communications and b) performance in responding to those outages.	
429	Yes	If your engineer, planner, or land use board has recommended changes as part of the municipality's review of its master plan and zoning ordinances for flood and storm resiliency, is there a plan to implement the recommended changes? Please answer "No" or "prospective" if your municipality has not reviewed its master plan and zoning ordinances to analyze whether changes could improve flood and storm resiliency.	
430	Yes	Has your municipality designated at least one staff member or consultant for community and economic development? One example would be a liaison designated to engage with businesses, developers, and investors to solicit redevelopment proposals.	
431	Yes	Does your municipality regularly coordinate planning, zoning, and development review activities (e.g. interdepartmental meetings)?	
432	Yes	Does your municipality actively maintain an inventory of blighted and vacant properties that would benefit from redevelopment?	

Best Practices Worksheet CY 2018/SPY2019

Mountain Lakes Borough (Morris)			Please see Color Key at bottom of sheet for limits on answers	
	Answer	Question	Comments	
425	No	Does your municipality have a current community and/or economic development plan with established metrics?		
36	No	Does your municipality regularly review and measure progress toward the development goals set forth in its community and/or economic development plan?		
37	Yes	Does your municipality's capital improvement program coordinate the replacement of infrastructure to avoid disturbance of recent capital projects and avoid duplicated efforts?		
38	Yes	Is your municipality dedicating sufficient revenues to fund maintenance, repair and replacement of environmental and transportation infrastructure?		
39	Yes	Municipalities are encouraged to investigate all available grant opportunities; however, certain grants require commitment of matching funds, staffing levels, etc. For each grant accepted within the past year, have each grant's benefits exceeded or are they expected to exceed the actual and/or potential costs of the grant.		
40	Yes	While the issuance and renewal of bond anticipation notes can be a reasonable and prudent financing mechanism, failing to take advantage of low interest rates on permanent financing can cause municipalities to incur unnecessary carrying and issuing costs. Has your municipality evaluated its outstanding bond anticipation notes and developed a strategy to move toward permanent financing?	Permanently bonded the Borough's outstanding debt in 2017.	
41	Prospective	Local Finance Notice 2018-13 discusses the Local Finance Board's recent adoption of regulations permitting all local units, county colleges, and school district boards of education/boards of trustees to use standard electronic funds transfer (EFT) technologies for payments. Has your municipality's chief financial officer and head procurement official reviewed this Notice with the governing body to determine where the use of electronic payment methods could benefit the municipality?		
42	Prospective	Has your municipality assessed whether the Local Finance Board's adopted EFT regulations require changes in the municipality's current claims payment procedures as pertain to electronic payment methods?		
43	Yes	Does your municipality have a professional or professionals capable of evaluating and recommending PILOTs assess the utility and value of a PILOT before formalizing negotiations and entering into a PILOT agreement?		

Best Practices Worksheet CY 2018/SFY2019

		Mountain Lakes Borough (Morris)	
		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
1425			
47	Yes	Other states such as California and Florida have enacted Property Assessed Clean Energy (PACE) legislation that authorizes municipalities to establish programs for public or private financing of energy, water and storm resilience projects through the use of voluntary special assessments for certain property owners. There is currently a bill pending before the New Jersey Legislature, S-1611, that would authorize these PACE programs in New Jersey. Is this something that your municipality would take advantage of?	
46	Yes	Does your municipality have a professional planner on staff?	
48	Yes	The New Jersey Infrastructure Bank (NIJB, formerly NJEIT) offers low-cost financing to local governments to reduce the cost of transportation and environmental infrastructure projects. If your municipality will require financing for such projects, will it consider financing through NIJB?	
47	Yes	Have you evaluated the SALT Charitable Contribution Law (P.L. 2018, c.8) and considered its implementation?	
48	Yes	Does your municipality buy hybrid vehicles in all cases except where no hybrid is available that meets the municipality's needs? You may respond "N/A" only if the municipality does not own any vehicles.	
49	No	Does your municipality own any electric vehicles?	
50	Yes	Is your municipality adhering to the mandatory, proven emergency procurement standards to ensure a process that minimizes costs to the municipality?	
51	No	Has your municipality adopted and implemented a more restrictive pay-to-play ordinance than the state's pay-to-play laws?	The Borough has implemented the State's pay-to-play laws.
52	Yes	Does your municipality only provide health care benefits for full time employees and officials (ie: >30 hours per week)? Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No".	

Best Practices Worksheet CY 2018/SFY2019

		Mountain Lakes Borough (Morris)		
		Please see Color Key at bottom of sheet for limits on answers		
	Answer	Question	Comments	
1425				
53	Yes	Does your municipality have a policy that fixes the reimbursement rate for full-time employees who waive benefits at the lesser of 25% or \$5,000, after deducting the employee's required contribution from the premium cost?		
54	Yes	The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with labor counsel for more detailed guidance). Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA?		
55	Yes	Does your municipality ensure that employees complete and file standardized forms to verify all employee time worked (e.g. time cards, electronic time keeping)?		
56	Yes	Does your municipality maintain centralized records accounting for all employee leave time earned and used?		
57	Yes	Are all employee time and attendance documentation reviewed and independently verified before payroll/processing?		



Mountain Lakes Borough (Morris)		Please see Color Key at bottom of sheet for limits on answers		Comments	
Question	Answer	Question	Answer	Question	Answer
Has your governing body reviewed the municipality's policies on the use of criminal history when making personnel decisions, to ensure that it does not violate Title VII in light of the 2017 amendments to the Local Budget Law (P.L. 2017, c. 183)?	Yes				
Does your municipality have an established, documented process requiring department heads to submit notice of outside employment to the municipality prior to undertaking that employment?	Yes				In the Borough's personnel manual.
Upon receiving a notice of outside employment from a department head, does your municipality's human resources office or equivalent assess whether a conflict of interest exists?	Yes				
Employee personnel manuals serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of municipal vehicles, smoking and political activity, among others. Has your municipality adopted or updated an employee personnel manual by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.	Yes				September 8, 2014.
<b>Opportunity Zones Survey</b>					
If your municipality is on the list found in Column K, also answer the questions below. If not, please ignore and proceed to row 223:					
The Opportunity Zones program was enacted as part of the 2017 federal Tax Cuts and Jobs Act and is designed to drive long-term capital investments into low-income rural and urban communities. This federal program provides opportunities for private investors to support investments in distressed communities through participation in Qualified Opportunity Funds.					
This survey is intended to gauge the needs, priorities, and capacities of municipalities with designated Opportunity Zones, to aid the State in helping these communities attract locally-appropriate businesses, investment, and development and make the most of their Opportunity Zone designations.					
For more information about Opportunity Zones, click the following link: <a href="https://www.state.nj.us/cas/divisions/jobs/opp_zones.html">https://www.state.nj.us/cas/divisions/jobs/opp_zones.html</a>					

[illegible]

Best Practices Worksheet CY 2018/ SFY2019

	Answer	Question	Comments
425		<p><b>Mountain Lakes Borough (Morris)</b></p> <p><i>Please see Color Key at bottom of sheet for limits on answers</i></p>	
		<p>For an interactive map of New Jersey Opportunity Zones, click the following link:</p> <p><a href="https://data.mape.arcgis.com/apps/View/index.html?appid=e2c72634ced45c481c3ca52ab39989">https://data.mape.arcgis.com/apps/View/index.html?appid=e2c72634ced45c481c3ca52ab39989</a></p>	
62	Select	Has your municipality developed a strategy around attracting businesses and investment to its Opportunity Zones?	
63	Select	If "No", would you like help developing a strategy?	
64	Yes	Does your municipality employ a professional or professionals that engage with developers, investors, or businesses and thoroughly review proposed projects?	
65	Select	Has your municipality been approached by developers, investors, or businesses interested in making Opportunity Zone investments (i.e. business development/expansion, property development) within your municipality?	
66		<p>If "yes", who were you specifically approached by (check all that apply)?</p> <p><input type="checkbox"/> Local Business Owner</p> <p><input type="checkbox"/> Other Business Owner</p> <p><input type="checkbox"/> Local Investor</p> <p><input type="checkbox"/> Other Investor</p> <p><input type="checkbox"/> Local Developer</p> <p><input type="checkbox"/> Other Developer</p>	
67		<p>If approached by a developer or business owner, which category would they fall into?</p> <p><input type="checkbox"/> Residential developer, real estate development, or property management company</p> <p><input type="checkbox"/> Retail</p> <p><input type="checkbox"/> Light Industrial</p> <p><input type="checkbox"/> Heavy Industrial</p> <p><input type="checkbox"/> Restaurant, entertainment or hospitality</p> <p><input type="checkbox"/> Professional services</p> <p><input type="checkbox"/> Information technology</p> <p><input type="checkbox"/> Other (please describe in column E)</p>	
68		<p>What information were they seeking from your municipality (if applicable)?</p> <p><input type="checkbox"/> Info on zoning, permitting and approval process</p> <p><input type="checkbox"/> Info on local tax incentives and subsidies such as tax abatements, PILOTs, &amp; redevelopment Area Bonds</p> <p><input type="checkbox"/> Info on vacant land and available properties</p> <p><input type="checkbox"/> Info on redevelopment areas</p>	

Best Practices Worksheet CY 2018/SFY2019

Mountain Lakes Borough (Morris)		
Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	Comments
	<input type="checkbox"/> Info on existing development activity <input type="checkbox"/> Other (please describe in column E)	
69	If your municipality has one or more Areas in Need of Redevelopment, has it reviewed and updated them within the past three years?	
70	Select In terms of real estate and economic development, which area (if any) is your top priority?	
71	Select Which is more important, development of vacant sites and land or redevelopment of existing structures?	
72	Select What type of capital improvement does your municipality see as its top priority?	
73	After people, what are your municipality's distinctive assets? <input type="checkbox"/> Education <input type="checkbox"/> Tourism <input type="checkbox"/> Affordable Housing <input type="checkbox"/> Transit Access <input type="checkbox"/> Industrial Hub <input type="checkbox"/> Transportation Hub <input type="checkbox"/> Business Hub <input type="checkbox"/> Cultural Center <input type="checkbox"/> Entertainment Venue <input type="checkbox"/> Other (please describe in column E)	
74	What are the major challenges to development in your municipality? <input type="checkbox"/> Lack of employment opportunities <input type="checkbox"/> Limited range of housing options <input type="checkbox"/> Lack of developable sites <input type="checkbox"/> Preserving existing community character <input type="checkbox"/> Limited access to public services <input type="checkbox"/> Poor public infrastructure <input type="checkbox"/> Poor access to transportation <input type="checkbox"/> Access to essential services reachable within 10 min. by foot or other mode of transport <input type="checkbox"/> Below average math and language arts proficiency scores <input type="checkbox"/> Lack of child care facilities <input type="checkbox"/> Stranded assets <input type="checkbox"/> Lack of high speed internet connectivity	

Best Practices Worksheet CY 2018/SPY2019

Mountain Lakes Borough (Morris)		Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments	
	<input type="checkbox"/> Environmental contamination <input type="checkbox"/> Lack of interest from developers and investors		
75	What type of economic development is your municipality actively pursuing?		
	<input type="checkbox"/> Retail <input type="checkbox"/> Light Industrial <input type="checkbox"/> Heavy Industrial <input type="checkbox"/> Transportation/logistics <input type="checkbox"/> Tourism <input type="checkbox"/> Transit <input type="checkbox"/> Restaurants/entertainment/leisure activity <input type="checkbox"/> Office space <input type="checkbox"/> Tech <input type="checkbox"/> Higher Ed <input type="checkbox"/> Energy <input type="checkbox"/> Not pursuing economic development		
	Do you have an up-to-date list of:		
75	Distinctive community assets		
77	Abandoned and blighted properties		
78	Foreclosed properties		
79	Commercial projects planned to begin within 1 year		
80	Municipal projects planned to begin within 1 year		
81	Planned business expansions		
82	The 10 largest private employers in your municipality		
83	Stalled projects due to funding gaps		
84	If "Yes", provide the name of each project, the full address, a short description that includes the primary developer (if applicable), the estimated value of the development (i.e. total permitted value), and the reason for lack of progress.		
Name	Address (street number, street name, town, zip code)	Description and Developer	
1			
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8			

Best Practices Worksheet CY 2018/SFY2019

		Mountain Lakes Borough (Morris)		
		Please see Color Key at bottom of sheet for limits on answers		
	Answer	Question	Comments	
1,425				
9				
10				
85	Select	Does your municipality have any other known, upcoming development projects within its Opportunity Zone(s)? (See DCA interactive map for zone boundaries): <a href="http://mldca.maps.arcgis.com/apps/View/index.html?appid=e2c776584ced45d81c3ca52ab39088">http://mldca.maps.arcgis.com/apps/View/index.html?appid=e2c776584ced45d81c3ca52ab39088</a>		
86		If "Yes", provide the name of each project, the full address, a short description that includes the primary developer (if applicable), the estimated value of the development (i.e. total permitted value), and its status (if known)		
	Name	Address (street number, street name, town, zip code)	Description and Developer	
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Best Practices Worksheet CY 2018/SFY2019

		Mountain Lakes Borough (Morris)		
	Answer	Question	Comments	
425		Please see Color Key at bottom of sheet for limits on answers		
	0	Select		
	43	Yes		
	6	No		
	9	N/A		
	3	Prospective		
	61	Total Answered:		
	55	Score (Yes + N/A + Prospective)		
	90%	Score %		
	0%	Percent Withheld		
		Chief Administrative Officer's Certification		
		I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.		Certification #(s)
		Name & Title		Date
		Mitchell Stern - Borough Manager		
		Chief Financial Officer's Certification		
		I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.		Certification #(s)
				CMFO O-0672
		Name		Date
		Monica Gosciold		
		Municipal Clerk's Certification		
		I hereby certify that the Governing Body of the Borough of Mountain Lakes in the County of Morris discussed/will discuss the CY 2018/SFY 2019 Best Practice Inventory as completed herein at a public meeting on 11/7/18, with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to be stated in the minutes of said public meeting.		Certification #(s)
		Name		C1250
				Date
		Valerie Egan		





# BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

**Mitchell Stern**  
**Borough Manager**  
[mstern@mtnlakes.org](mailto:mstern@mtnlakes.org)

400 Boulevard  
Mountain Lakes, NJ 07046  
P -973-334-3131 ext.2006  
F -973-402-5595

TO: Honorable Mayor and Borough Council  
SUBJ: Manager's Report  
CC: Valerie Egan, Borough Clerk  
Robert Oostdyk, Borough Attorney

The following represents the Manager's report for the Borough Council meeting of November 7, 2018.

**Beach Facilities Renovation Project** – On October 23<sup>rd</sup>, the Borough received and opened a second round of bids for this project. Again, all bids came in far above available funding. As tasked by Borough Council, parallel to the bidding process, the Borough's DPW developed a plan to rehabilitate the facilities at Birchwood Lake. Attached with this report are design drawings and cost estimates from DPW. At the BC meeting of November 7<sup>th</sup>, after a presentation by DPW, I will be seeking Borough Council's approval to move forward with DPW's vision for a renovation of the Birchwood Lake facilities at an estimated cost of \$246,100.

If this phase of the project is successful, DPW and I will approach Borough Council with plans for Island Beach, which at this time is estimated to be at a similar cost.

**Best Practices Checklist** – On October 16, 2018, the State of NJ released their annual Best Practices Inventory with a return date of November 12, 2018. This year's inventory is quite different than past years, as it is now 61 questions and includes an "opportunity zone survey" of 25 questions.

Completion of the survey requires 46 or more questions to have a yes answer for the Borough to receive its full share of State funding. This year, the Borough answered no to a total of six questions, qualifying us for our full funding allotment. Of the six no answers, four were new questions and two were answered "no" last year. The complete Inventory document is attached to this report.





# BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

**Mitchell Stern**  
**Borough Manager**  
[mstern@mtnlakes.org](mailto:mstern@mtnlakes.org)

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Subj: Manager's Report, Borough Council Meeting of November 7, 2018  
Page: 2 of 2

As a point of interest, the New Jersey League of Municipalities, the New Jersey Government Finance Officers Association, the New Jersey Association of Counties and the New Jersey Municipal Management Association has met with State officials to raise their concerns about the Inventory. While the State has advised that they will be holding firm to this year's Inventory, they will be reviewing stakeholder concerns and taking them into consideration when developing future Inventory questions.

Feel free to call with any questions or concerns.

**Mitchell**

## RESOLUTION AND ORDINANCE REVIEW FOR THE OCTOBER 22, 2018 MEETING

TO: MAYOR AND COUNCIL

FROM: MITCHELL STERN, MANAGER

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### **RESOLUTIONS**

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**R158-18, Authorization to reject all bids for the beach improvement project** – this resolution authorizes the rejection of all bids received on October 23, 2018. The four bids received were all significantly overbudget. The recommendation to reject the bids is being made by the Borough Manager after consultation with the project engineer and the Director of the Borough's Public Works department.

**R159-18, Authorization for a transfer of appropriations - Current Fund.** – this resolution authorizes the transfer of \$174,133.34 in funds from and to several line items in the Salary and Wages and Other Expenses Account. The need to transfer funds between accounts is necessary due to higher than expected expenses and unanticipated needs during the year. The resolution has been requested by the Borough CFO in consultation with the Borough Manager. A complete explanation of the transfers is attached.

**R160-18, Authorization for a transfer of appropriations - Sewer Fund** – this resolution authorizes a transfer of \$500.10 from Other Expenses to the PERS line item in the Sewer Utility. The request is necessary due to an increase in pension costs. The resolution has been requested by the CFO in consultation with the Borough Manager. See attached explanation for further info.

**R161-18, Authorization for a transfer of appropriations - Water Fund** – this resolution authorizes a transfer of \$500.00 from Other Expenses to the PERS line item in the Water Utility. The request is necessary due to an increase in pension costs. The resolution has been requested by the CFO in consultation with the Borough Manager. See attached explanation for further info.

**R162-18, Authorization of an award for the Midvale and Pocono Road Improvement Project** – this resolution awards the Midvale/Pocono Road paving project to Michael Fitzpatrick & Son in the amount of \$347,472.00. Bids were received on October 19<sup>th</sup>, and of the five bids received, Fitzpatrick was the lowest. The Borough Engineer and Borough Attorney have both reviewed the bids and concur with the recommended award to Michael Fitzpatrick and Son.

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### **ORDINANCES**

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**Ordinance 8-18, Regulating Door to Door Solicitation** – this ordinance amends the current solicitation ordinance and establishes a "Do Not Solicit" list. The ordinance puts in place an application process for door to door solicitation. The ordinance also establishes a registration process through the Municipal Clerk's office for residents who do not wish to have solicitors at their homes. The "Do Not Solicit" list will be distributed to all entities that register to solicit in the Borough. The ordinance update has been brought forward to bring the Borough's solicitation ordinance into compliance with current court decisions.

If there are any questions prior to the meeting, please feel free to contact me.

**BOROUGH OF MOUNTAIN LAKES**

**ORDINANCE 8-18**

**AN ORDINANCE AMENDING CHAPTER 177 OF THE REVISED GENERAL ORDINANCES OF  
THE BOROUGH OF MOUNTAIN LAKES, REGULATING DOOR TO DOOR SOLICITATION,  
AND ESTABLISHING A "DO NOT SOLICIT" LIST**

**BE IT ORDAINED** by the Borough Council of the Borough of Mountain Lakes, in the County of Morris and State of New Jersey, as follows:

**Section 1** Chapter 177 of The Revised General Ordinances of the Borough of Mountain Lakes shall be amended and retitled "Solicitation" and shall read, in its entirety, as follows:

**Chapter 177**

**Solicitation**

**§ 177-1 Definitions.**

As used in this article, the following terms shall have the meanings indicated:

**PERSON**

An individual, organization, firm, partnership, corporation, company, association, church, religious denomination, society, class, league or other entity or group.

**SOLICIT and SOLICITATION**

Offering goods or services for sale or making sales and delivering articles door to door to purchasers, or the request, directly or indirectly, for money, property, financial assistance, or other things of value, including for a charitable and philanthropic purpose. The word "solicitor" shall not include salespersons calling on retail merchants. Solicitation shall be deemed to be complete when made, whether or not the person making the same receives any contribution.

**§ 177-2 Registration required.**

It shall be unlawful to solicit within the Borough of Mountain Lakes without first registering with the Borough Clerk on a form to be provided by the Borough Clerk which shall indicate the identification of the individual or individuals soliciting, the planned date or dates, time, and place where the solicitation will occur. The registration shall be effective for the calendar year in which it is completed. The registrant shall be responsible for updating the Borough Clerk with any changes to the dates, times, and place where the solicitation will occur throughout the calendar year. A copy of the "do not solicit" list shall be provided to every person registering with the Borough Clerk. Anyone engaged in solicitation shall have proof of registration and shall have personal identification outwardly visible on their person at all times while soliciting in Mountain Lakes. No solicitation shall commence before 10:00 a.m. and solicitation shall end no later than 9:00 p.m.

**§ 177-3 Inclusion of property on list.**

Any person who owns or rents property within the Borough may register such property to be included on the "do not solicit" list by registering through the Borough Clerk's office.

**§ 177-4 Maintenance of list.**

Maintenance of the "do not solicit" list shall be as follows:

A. The "do not solicit" list shall be maintained by the Borough Clerk. The list shall be available through the official Borough website.

B. The "do not solicit" list shall consist solely of property addresses and shall include no further identifying information concerning the ownership of each property.

C. The Tax Assessor shall notify the Borough Clerk of any change in ownership of property within the Borough. The Borough Clerk shall remove from the "do not solicit" list any property which has changed ownership.

D. Other than by sale of property, a property, once listed, may only be removed from the list by submitting a written request to the Borough Clerk.

#### **§ 177-5 Duties of Borough Clerk.**

The Borough Clerk shall provide a copy of the "do not solicit" list to any person notifying the Borough Clerk's office pursuant to this article of his/her intention to engage in soliciting within the Borough. The failure of the Borough Clerk to provide the "do not solicit" list to such person or the failure of such person to have received a copy of the "do not solicit" list from the Borough Clerk shall not provide a defense to the requirement of having in his/her possession a copy of the updated "do not solicit" list.

#### **§ 177-6 Solicitation at listed properties prohibited.**

It shall be unlawful to solicit at any property listed on the "do not solicit" list.

#### **§ 177-7 Exemptions.**

The prohibition in this article shall not apply to an individual visiting a property where the owner or occupant of such property has directly or implicitly indicated to the solicitor, through prior interaction, that his/her visit would be welcomed. The burden of persuasion shall be on the person claiming this exemption.

#### **§ 177.08 Suspension of solicitation privileges.**

A person found by the Borough Clerk to have engaged in solicitation on a property listed on the "do not solicit" list shall, after notice and an opportunity to be heard, have his or her right to solicit and the right of any person for which he or she was employed while soliciting within the Borough suspended for a period of 30 days for a first offense, 60 days for a second offense, and indefinitely after a third offense. The individual shall have a right to appeal the suspension to the Borough Council, which shall hear the appeal at its next regularly scheduled meeting. The suspension shall be in addition to any other penalties for violation which may be imposed by the Municipal Court.

#### **§ 177.09 Registration Fee.**

There shall be a fee of \$25.00 per person for each registration as a solicitor. Registration and the payment of this fee shall be required on an annual basis and all registrations shall expire at the end of the calendar year.

**Section 2.** If any section or provision of this Ordinance shall be held invalid in any Court of competent jurisdiction, the same shall not affect the other sections or provisions of this Ordinance, except so far as the section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

**Section 3.** All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed to the extent of such inconsistency.

**Section 4.** This Ordinance shall take effect immediately after final passage and publication in the manner provided by law.

Introduced: 11/7/2018

Adopted:

Name	Motion	Second	Aye	Nay	Absent	Abstain	Motion	Second	Aye	Nay	Absent	Abstain
Happer												
Holmberg												
Horst												
Korman												
Shepherd												
Barrett												
Barnett												

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

\_\_\_\_\_  
Lauren Barnett, Mayor

LEGAL NOTICE OF PENDING ORDINANCE

Notice is hereby given that the Ordinance published herewith was introduced and passed upon first reading at a meeting of the Council of the Borough of Mountain Lakes, in the County of Morris, New Jersey, held on the 7<sup>th</sup> day of November 2018. It will be further considered for final passage after public hearing thereon, at a meeting of said Council to be held in the Borough Hall, 400 Boulevard, in said Borough, on November 26, 2018, said meeting to begin at 8:00 pm, and during the week prior to and up to and including the date of such meeting, copies of said Ordinance will be made available at the Clerk's office in said Borough Hall building to members of the general public who shall request the same.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

**BOROUGH OF MOUNTAIN LAKES**

**ORDINANCE NO. 2018 -**

**AN ORDINANCE AMENDING CHAPTER 177 OF THE REVISED GENERAL  
ORDINANCES OF THE BOROUGH OF MOUNTAIN LAKES, REGULATING DOOR TO  
DOOR SOLICITATION, AND ESTABLISHING A "DO NOT SOLICIT" LIST**

**BE IT ORDAINED** by the Borough Council of the Borough of Mountain Lakes, in the County of Morris and State of New Jersey, as follows:

**Section 1** Chapter 177 of The Revised General Ordinances of the Borough of Mountain Lakes shall be amended and retitled "Solicitation" and shall read, in its entirety, as follows:

**Chapter 177**

**Solicitation**

**§ 177-1 Definitions.**

As used in this article, the following terms shall have the meanings indicated:

**PERSON**

An individual, organization, firm, partnership, corporation, company, association, church, religious denomination, society, class, league or other entity or group.

**SOLICIT and SOLICITATION**

Offering goods or services for sale or making sales and delivering articles door to door to purchasers, or the request, directly or indirectly, for money, property, financial assistance, or other things of value, including for a charitable and philanthropic purpose. The word "solicitor" shall not include salespersons calling on retail merchants. Solicitation shall be deemed to be complete when made, whether or not the person making the same receives any contribution.

**§ 177-2 Registration required.**

It shall be unlawful to solicit within the Borough of Mountain Lakes without first registering with the Borough Clerk on a form to be provided by the Borough Clerk which shall indicate the identification of the individual or individuals soliciting, the planned date or dates, time, and place where the solicitation will occur. The registration shall be effective for the calendar year in which it is completed. The registrant shall be responsible for updating the Borough Clerk with any changes to the dates, times, and place where the solicitation will occur throughout the calendar year. A copy of the "do not solicit" list shall be provided to every person registering with the Borough Clerk. Anyone engaged in solicitation shall have proof of registration and shall have personal identification outwardly visible on their person at all times while soliciting in Mountain Lakes. No solicitation shall commence before 10:00 a.m. and solicitation shall end no later than 9:00 p.m.

**§ 177-3 Inclusion of property on list.**

Any person who owns or rents property within the Borough may register such property to be included on the "do not solicit" list by registering through the Borough Clerk's office.

**§ 177-4 Maintenance of list.**

Maintenance of the "do not solicit" list shall be as follows:

A. The "do not solicit" list shall be maintained by the Borough Clerk. The list shall be available through the official Borough website.

B. The "do not solicit" list shall consist solely of property addresses and shall include no further identifying information concerning the ownership of each property.

C. The Tax Assessor shall notify the Borough Clerk of any change in ownership of property within the Borough. The Borough Clerk shall remove from the "do not solicit" list any property which has changed ownership.

D. Other than by sale of property, a property, once listed, may only be removed from the list by submitting a written request to the Borough Clerk.

#### **§ 177-5 Duties of Borough Clerk.**

The Borough Clerk shall provide a copy of the "do not solicit" list to any person notifying the Borough Clerk's office pursuant to this article of his/her intention to engage in soliciting within the Borough. The failure of the Borough Clerk to provide the "do not solicit" list to such person or the failure of such person to have received a copy of the "do not solicit" list from the Borough Clerk shall not provide a defense to the requirement of having in his/her possession a copy of the updated "do not solicit" list.

#### **§ 177-6 Solicitation at listed properties prohibited.**

It shall be unlawful to solicit at any property listed on the "do not solicit" list.

#### **§ 177-7 Exemptions.**

The prohibition in this article shall not apply to an individual visiting a property where the owner or occupant of such property has directly or implicitly indicated to the solicitor, through prior interaction, that his/her visit would be welcomed. The burden of persuasion shall be on the person claiming this exemption.

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#### **§ 177.09 Registration Fee.**

There shall be a fee of \$25.00 per person for each registration as a solicitor. Registration and the payment of this fee shall be required on an annual basis and all registrations shall expire at the end of the calendar year.

**Section 2.** If any section or provision of this Ordinance shall be held invalid in any Court of competent jurisdiction, the same shall not affect the other sections or provisions of this Ordinance, except so far as the section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

**Section 3.** All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed to the extent of such inconsistency.

**Section 4.** This Ordinance shall take effect immediately after final passage and publication in the manner provided by law.

Introduced:

Adopted:

Council Member	By:	2 <sup>nd</sup>	Yes	No	Abstain	Absent	By	2nd	Yes	No	Abstain	Absent
Barrett												
Happer												
Horst												
Korman												
Shepherd												
Barnett												
Holmberg												

\_\_\_\_\_  
Valarie Egan, Borough Clerk

\_\_\_\_\_  
Lauren Barnett, Mayor



**BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ**

**RESOLUTION 157-18**

**“RESOLUTION AUTHORIZING THE PAYMENT OF BILLS”**

**WHEREAS**, the Borough Manager has reviewed and approved purchase orders requested by the Department Heads; and

**WHEREAS**, the Finance Office has certified that funds are available in the proper account; and

**WHEREAS**, the Borough Treasurer has approved payment, upon certification from the Borough Department Heads that the goods and/or services have been rendered to the Borough.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that the current bills, dated **November 7, 2018** and on file and available for public inspection in the Office of the Treasurer and approved by him for payment, be paid.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on November 7, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Happer						
Holmberg						
Horst						
Korman						
Shepherd						
Barrett						
Barnett						

**List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT**

Meeting Date: 11/07/2018 For bills from 10/19/2018 to 11/07/2018

Check#	Vendor	Description	Payment	Check Total
14928	111 - ABB INC.	PO 19122 WATER DEPARTMENT - LINE/PUMP/MOTOR	901.64	901.64
14929	3987 - ACTION DRIVES & BEARINGS, INC	PO 19560 DPW - EQUIPMENT REPAIR	10.00	10.00
14930	102 - ANDERSON & DENZLER ASSOC., INC	PO 19625 SEPTEMBER 2018 PROFESSIONAL SERVICE	240.15	
		PO 19625 SEPTEMBER 2018 PROFESSIONAL SERVICE	160.10	
		PO 19625 SEPTEMBER 2018 PROFESSIONAL SERVICE	1,233.30	
		PO 19632 JULY/AUGUST 2018 PROFESSIONAL SERVI	4,499.00	6,132.55
14931	3986 - ANTHEM SPORTS, LLC	PO 19514 PARKS & RECREATION - MIDVALE PARK I	8,505.01	8,505.01
14932	3957 - ATLANTIC COAST FIBERS, LLC	PO 19499 RECYCLING CHARGE - BLANKET	770.86	770.86
14933	3828 - BOROUGH OF MADISON	PO 19629 SEPTEMBER 2018 IT SERVICES	750.00	
		PO 19648 AUGUST 2018 IT SERVICES	903.33	1,653.33
14934	1481 - CORE & MAIN, LP	PO 19516 WATER DEPARTMENT - FIRE HYDRANT REP	7,650.00	
		PO 19558 WATER DEPARTMENT - EQUIPMENT & TOOL	3,660.00	11,310.00
14935	431 - COUNTY CONCRETE CORP.	PO 19520 DPW - SIDEWALK & CURB REPAIRS	915.00	915.00
14936	3884 - DECOTIIS, FITZPATRICK, COLE & GIBLI	PO 19604 SEPT 2018 PROFESSIONAL SERVICES	263.00	263.00
14937	2971 - DIRECT ENERGY BUSINESS	PO 19606 NATURAL GAS: ACCT#: 614054 - 269690	39.66	39.66
14938	3367 - NEW JERSEY EZ PASS	PO 19387 POLICE: TOLLS - 2018 BLANKET	1.00	1.00
14939	3276 - EDWARD J. ALBERT & SON, INC.	PO 19423 WATER DEPARTMENT - WATER STORAGE TA	1,733.12	1,733.12
14940	1170 - FERGUSON ENTERPRISES #501	PO 19088 PARKS & RECREATION - BEACH MAINTENA	514.37	514.37
14941	876 - GARDEN STATE LABORATORIES, INC	PO 18727 WATER DEPARTMENT - TREATMENT OF WEL	144.00	144.00
14942	2639 - GARIK AUTOMOTIVE EQUIPMENT	PO 19251 DPW - BUILDING MAINTENANCE	415.00	415.00
14943	911 - HOME DEPOT CREDIT SERVICES	PO 18465 DPW - EQUIPMENT, TOOLS & SUPPLIES -	85.68	85.68
14944	2672 - HOUSING PARTNERSHIP FOR MORRIS CTY	PO 19630 2018 ADMINISTRATION OF AFFORDABLE U	1,000.00	1,000.00
14945	3306 - INTERSTATE BATTERY OF NJ DIST #4573	PO 19080 VEHICLE REPAIRS - BLANKET	117.95	117.95
14946	1027 - J&D SALES AND SERVICE, LLC	PO 19563 DPW - EQUIPMENT REPAIR	515.95	515.95
14947	859 - JCP&L	PO 19646 ACCT#100 075 505 725 - BILL PRD: 9	3.15	
		PO 19645 MASTER ACCT# 200 000 569 000 - 10/2	3,008.33	
		PO 19644 MAST ACCT# 200 000 054 011 - 10/24/	4.95	3,016.43
14948	1062 - JOHNNY ON THE SPOT, LLC	PO 19511 SEPT/OCT 2018 - CUST ID# 014738 - P	94.95	
		PO 19504 SEPT/OCT 2018 - CUST ID# 014738 - P	245.00	
		PO 19554 OCT 2018 - CUST ID# 014738 - PORT-A	271.90	
		PO 19569 OCT 2018 - CUST ID# 014738 - PORT-A	160.00	771.85
14949	1090 - KENVIL POWER MOWER	PO 19448 DPW - EQUIPMENT REPAIR - BLANKET	9.34	9.34
14950	3989 - KEVIN & RIMMA DRISCOLL	PO 19568 REFUND OF OVERPAYMENT OF 2018 TAXES	5,746.58	5,746.58
14951	2790 - MC PUBLIC SAFETY TRAINING ACADEMY	PO 19609 POLICE: TRAINING FOR PTL. WALSH	15.00	15.00
14952	3588 - MCELROY, DEUTSCH, MULVANEY & CARPEN	PO 19640 SEPTEMBER 2018 PROFESSIONAL SERVICE	842.84	842.84
14953	1338 - MGL PRINTING SOLUTIONS, LLC	PO 19580 SOLID WASTE - GARBAGE STICKERS	352.00	352.00
14954	3303 - MCLM	PO 19602 MC luncheon at the League for Egan,	200.00	200.00
14955	1371 - MTN. LAKES BOARD OF EDUCATION	PO 19611 NOVEMBER 2018 MTN LAKES SCHOOL DIST	1,739,372.16	1,739,372.16
14956	1472 - MURPHY, MCKEON P.C.	PO 18917 2018 RETAINER FEES - BLANKET	4,166.66	
		PO 19603 SEPTEMBER PROFESSIONAL SERVICES - T	3,785.00	7,951.66
14957	881 - NCX	PO 19212 BLANKET: 2018 DNS HOSTING / ACCT# G	21.95	21.95
14958	1533 - NJ DEPT OF COMMUNITY AFFAIRS	PO 19649 DCA PERMIT SURCHARE FEES 1ST, 2ND,	6,104.00	6,104.00
14959	2745 - STATE OF NEW JERSEY	PO 19654 3Q2018 UNEMPLOYMENT REIMURSABLE	1,864.56	1,864.56
14960	1562 - NJLM	PO 19608 EDUCATIONAL PUBLICATIONS	128.00	128.00
14961	3173 - OPTIMUM	PO 18918 FIRE: ACCT# 07876-603439-01-8 CABLE	70.62	70.62
14962	3113 - PHILLIPS PREISS GRYGIEL LEHENY HUGH	PO 19647 SEPTEMBER 2018 PROFESSIONAL SERVICE	348.75	348.75
14963	3195 - POWER DMS	PO 19599 POLICE: 2018 ANNUAL POWERSUITE SUBS	4,040.00	4,040.00
14964	3975 - PROMAR PRECISION ENGINE REBUILDERS,	PO 19375 DPW - VEHICLE REPAIR - CAPTIAL FUND	2,999.00	2,999.00
14965	1787 - R & J CONTROL, INC.	PO 19078 DPW - BUILDING MAINTENANCE - BLANKE	175.00	
		PO 19557 DPW - BUILDING MAINTENANCE - BLANKE	998.49	1,173.49
14966	1734 - READYREFRESH BY NESTLE	PO 19615 ACCT# 0016496903 9/13/18 TO 10/12/1	120.73	120.73
14967	3994 - SANDRA M. OLIVOLA	PO 19626 TEMPORARY CLERK FOR 10.22.18 COUNCI	200.00	200.00
14968	3205 - SECURITY SHREDDING	PO 19607 OCTOBER 2018 SHREDDING	60.00	60.00
14969	1878 - SENECA TREE SERVICE, INC.	PO 19468 DPW - TREE REMOVAL	750.00	
		PO 19500 DPW - TREE REMOVAL	4,400.00	5,150.00
14970	1948 - SHEAFFER SUPPLY, INC.	PO 18736 DPW - EQUIPMENT & TOOLS - 2018 BLAN	137.42	
		PO 18736 DPW - EQUIPMENT & TOOLS - 2018 BLAN	178.55	315.97
14971	2774 - STAPLES BUSINESS ADVANTAGE	PO 19271 POLICE: 2018 OFFICE SUPPLIES - BLAN	53.09	53.09
14972	1981 - SUBURBAN DISPOSAL, INC	PO 18970 SOLID WASTE COLLECTION - 2018 BLANK	34,749.99	34,749.99
14973	1343 - TILCON NY, INC	PO 18992 DPW - POTHOLE REPAIRS - BLANKET	1,618.33	1,618.33
14974	603 - TOWNSHIP OF DENVILLE	PO 19302 2018 SHARED MUNICIPAL COURT SERVICE	13,935.50	13,935.50
14975	2536 - UNUM LIFE INSURANCE COMPANY	PO 18947 UNUM - STD/LTD / LIFE INSURANCE -	2,575.60	2,575.60
14976	2182 - WEST CHESTER MACHINERY & SUPPLY CO.	PO 19425 DPW - DRAINS, PIPES & CATCH BASINS	521.60	521.60

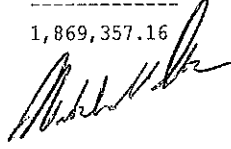
**List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT**

Meeting Date: 11/07/2018 For bills from 10/19/2018 to 11/07/2018

Check#	Vendor	Description	Payment	Check Total	
TOTAL				1,869,357.16	
Summary By Account					
ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-192-18-001-000	CURRENT YEAR TAXES RECEIVED			5,746.58	
01-201-20-100-020	GENERAL ADMIN - OTHER EXPENSE	110.00			
01-201-20-110-020	MAYOR & COUNCIL - OTHER EXP'S	178.00			
01-201-20-120-020	MUNICIPAL CLERK - OTHER EXP'S	300.00			
01-201-20-140-020	COMPUTER SERVICES	851.95			
01-201-20-155-020	LEGAL SERVICES - OTHER EXPENSE	9,563.41			
01-201-21-180-020	PLANNING BOARD - OTHER EXPENSE	842.84			
01-201-23-220-020	GROUP INSURANCE PLANS-EMPLOYEE	2,575.60			
01-201-25-240-020	POLICE DEPT - OTHER EXPENSES	4,932.42			
01-201-25-251-020	INTERLOCAL SERVICES: DENVILLE COURT - OE	13,935.50			
01-201-25-255-020	FIRE DEPT - OTHER EXPENSES	70.62			
01-201-26-290-020	STREETS & ROADS - OTHER EXP.	10,903.81			
01-201-26-305-020	SOLID WASTE - OTHER EXPENSES	35,520.85			
01-201-26-310-020	BLDG & GROUNDS - MUNIC BLDG	120.73			
01-201-26-315-020	VEHICLE REPAIRS & MAINTENANCE	117.95			
01-201-28-375-020	MAINT OF PARKS (BEACHES/LAKES)	1,286.22			
01-201-31-435-020	ELECTRICITY - ALL DEPARTMENTS	8.10			
01-201-31-436-020	ELECTRICITY - STREET LIGHTING	3,008.33			
01-201-31-437-020	NATURAL GAS	39.66			
01-207-55-000-000	LOCAL SCHOOL TAXES PAYABLE			1,739,372.16	
01-260-05-100	DUE TO CLEARING			0.00	1,835,588.73
01-290-55-000-001	DUE TO NJ - DCA TRAINING FEES			6,104.00	
TOTALS FOR	Current Fund	84,365.99	0.00	1,751,222.74	1,835,588.73
04-215-55-982-000	2016 CAPITAL ORDINANCE 06-16			13,116.61	
04-215-55-983-000	2017 CAPITAL ORDINANCE 05-17			240.15	
04-215-55-984-000	2018 CAPITAL ORDINANCE 4-18			11,529.55	
04-260-05-100	DUE TO CLEARING			0.00	24,886.31
TOTALS FOR	General Capital	0.00	0.00	24,886.31	24,886.31
05-201-55-520-520	Water Operating - Other Expenses	6,857.46			
05-260-05-100	DUE TO CLEARING			0.00	6,857.46
TOTALS FOR	Water Operating	6,857.46	0.00	0.00	6,857.46
07-201-55-520-520	Sewer Operating - Other Expenses	160.10			
07-260-05-100	DUE TO CLEARING			0.00	160.10
TOTALS FOR	Sewer Operating	160.10	0.00	0.00	160.10
14-260-05-100	Due to Clearing			0.00	1,864.56
14-300-60-000-000	RESERVE FOR UNEMPLOYMENT INSUR			1,864.56	
TOTALS FOR	Unemployment Trust	0.00	0.00	1,864.56	1,864.56

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
<hr/>					
Total to be paid from Fund 01 Current Fund		1,835,588.73			
Total to be paid from Fund 04 General Capital		24,886.31			
Total to be paid from Fund 05 Water Operating		6,857.46			
Total to be paid from Fund 07 Sewer Operating		160.10			
Total to be paid from Fund 14 Unemployment Trust		1,864.56			
		<hr/>			
		1,869,357.16			



## Checks Previously Disbursed

14927	COSTCO WHOLESALE	PO# 19614 POLICE: SAFE ZONE HALLOWEEN CANDY	2,000.00 10/23/2018
			<hr/>
			2,000.00

Total paid from Fund 01 Current Fund	2,000.00
	<hr/>
	2,000.00

Total for this Bills List: **1,871,357.16**

# **List of Bills - (3310101001001) PROVIDENT BANK Recreation Trust**

Meeting Date: 11/07/2018 For bills from 11/19/2018 to 11/01/2018

Check#	Vendor	Description	Payment	Check Total
5214	1187 - LONGSTRETH SPORTING GOODS, LLC	PO 19518 FIELD HOCKEY: PLAY FOR THE CURE UNI	688.00	688.00
	TOTAL			688.00

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
33-101-01-001-001	PROVIDENT BANK			0.00	688.00
33-600-00-090-000	Recreation Trust Reserves			688.00	
TOTALS FOR	Recreation Trust	0.00	0.00	688.00	688.00

Total to be paid from Fund 33 Recreation Trust

688.00

688.00

# **List of Bills - (1710101001002) Escrow - Developers - Checking** **Developer's Escrow**

Meeting Date: 11/07/2018 For bills from 10/19/2018 to 11/01/2018

Check#	Vendor	Description	Payment	Check Total
5115	102 - ANDERSON & DENZLER ASSOC., INC	PO 19601 SEPTEMBER 2018 PROFESSIONAL SERVICE	80.05	
		PO 19634 SEPTEMBER 2018 PROFESSIONAL SERVICE	2,995.95	3,076.00
5116	3588 - MCELROY, DEUTSCH, MULVANEY & CARPEN	PO 19639 SEPTEMBER 2018 PROFESSIONAL SERVICE	52.50	52.50
5117	3759 - PRINCETON HYDRO, LLC	PO 19635 Professional Services June, July, A	3,648.21	3,648.21
TOTAL				6,776.71

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
17-101-01-001-002	Escrow - Developers - Checking			0.00	6,776.71
17-500-00-091-310	PULTE GROUP - ENCLAVE SITE INSPEC. FEE			6,644.16	
17-500-00-091-315	PULTE HOMES PLANNING BOARD APPLICATION			132.55	
TOTALS FOR	Developer's Escrow	0.00	0.00	6,776.71	6,776.71

Total to be paid from Fund 17 Developer's Escrow

6,776.71

6,776.71

**BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ**

**RESOLUTION 158-18**

**RESOLUTION REJECTING THE BIDS FOR THE ISLAND BEACH AND BIRCHWOOD BEACH IMPROVEMENTS**

**WHEREAS**, on October 23, 2018, the Borough of Mountain Lakes received bids for Paving and Improvements to Island and Birchwood Beaches; and

**WHEREAS**, there were four (4) bids per the attached summary; and

**WHEREAS**, all bids were in excess of the budget for the project; and

**WHEREAS**, the Borough Manager recommends the bids be rejected for the reason cited above; and

**NOW THEREFORE BE IT RESOLVED**, the bids as listed on the attached tabulation sheet are hereby rejected as being over budget and the Borough Manager and Project Architect are hereby charged with preparing a third round of bidding for this project.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on November 7, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Happer						
Holmberg						
Horst						
Korman						
Shepherd						
Barrett						
Barnett						

**RESOLUTION 159-18  
BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ**

**“RESOLUTION AUTHORIZING THE TRANSFER OF APPROPRIATIONS”**

**WHEREAS**, there were excess appropriations to the 2018 Appropriation Budget for the Current Fund;  
and

**WHEREAS**, other appropriations are insufficient to meet current needs.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Mountain Lakes, in the County of Morris and State of New Jersey that, as authorized by N.J.S.A. 40A:4-58, the Chief Financial Officer (CFO) is hereby authorized and directed to make the following transfers:

<b>FROM:</b>		
<b><u>ACCOUNT NO.</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
<b><u>SALARY &amp; WAGES:</u></b>		
01-201-20-130-001	FINANCE	15,000.00
01-201-28-370-001	RECREATION	6,500.00
01-201-31-456-010	RESERVE FOR SALARY ADJUSTMENT	15,500.00
<b><u>OTHER EXPENSES:</u></b>		
01-201-20-180-020	PLANNING	2,000.00
01-201-20-220-020	GROUP INSURANCE	40,000.00
01-201-20-145-020	TAX COLLECTION	800.00
01-201-22-195-020	UNIFORM CONSTRUCTION CODE	2,000.00
01-201-20-120-020	CLERK	4,000.00
01-201-25-255-020	FIRE	5,100.00
01-201-26-290-020	STREETS & ROADS	81,000.00
01-201-20-130-020	FINANCE	2,233.34
<b>TOTAL</b>		<b><u>\$174,133.34</u></b>

<b>TO:</b>		
<b><u>ACCOUNT NO.</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
<b><u>SALARY &amp; WAGES:</u></b>		
01-201-20-100-001	ADMINISTRATION	1,500.00
01-201-20-145-001	TAX COLLECTION	3,700.00
01-201-26-290-001	STREETS & ROADS	10,000.00
01-201-25-240-001	POLICE	68,000.00
<b><u>OTHER EXPENSES:</u></b>		
01-201-20-165-020	ENGINEERING	55,000.00
01-201-26-315-020	VEHICLE REPAIRS MAINTENANCE	19,000.00
01-201-36-471-020	PERS	3,200.00
01-201-36-472-020	SOCIAL SECURITY	12,000.00
01-201-36-475-000	PFRS	800.00
01-201-45-930-020	INTEREST ON BONDS	933.34
<b>TOTAL</b>		<b><u>\$174,133.34</u></b>

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on November 7, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk



Name	Motion	Second	Aye	Nay	Absent	Abstain
Happer						
Holmberg						
Horst						
Korman						
Shepherd						
Barrett						
Barnett						

BOROUGH OF MOUNTAIN LAKES  
BUDGET TRANSFERS 2018  
EXPLANATION OF TRANSFERS

**Current Budget:**

**Funds Available**

Finance S&W

The CFO did not become full time until 9/28/18 therefore, funds were available in this account.

15,000

Recreation S&W

Funds are available because the Assistant Beach Director and lifeguards salaries were under the budgeted amount.

6,500

Reserve for Salary Adjustment

These funds are available for transfer. The funds were budgeted for adjustments for the tax collector and streets and roads salaries.

15,500

Planning O/E

Funds will be available in the legal line item of the planning budget.

2,000

Group Insurance O/E

Due to some employees leaving and new employees not being added to the insurance until later in the year there is an excess of funds in this account.

40,000

Tax Collection O/E

Funds are available because the amount spent on seminars was less than what was budgeted.

800

Uniform Construction Code O/E

Funds are available in the printing and communications line items. The State has not approved the code books so they won't be available until 2019 and since 2 inspectors are retiring soon the Construction Official decided to wait to purchase the Ipads until 2019 so the new inspectors could be trained.

2,000

Clerk O/E

The agenda management program was not purchased so the funds are available.

4,000

Fire O/E

There was an expense for an emergency repair to the fire truck that had to be taken from this account so the funds and the expense are being transferred to the vehicle repairs maintenance budget.

5,100

Streets & Road O/E

These funds are remaining in the storm emergency line item.

81,000

Finance O/E

Funds are available in the service contracts line item which was over budgeted.

2,233.34

**Funds Needed**

Administration S&W

Funds are needed for a computer consultant.

1,500

Tax Collection S&W

This salary adjustment was budgeted for in the salary adjustment line item. 3,500

Streets & Roads S&W

Funds are needed to cover any additional overtime through year end. 10,000

Police S&W

The overtime account is over due to the storms earlier in the year, \$23,612.81, the NJ Natural Gas paving project, \$15,035.71, one officer out on disability for 6 months, \$15,000, and an additional personal day added to the 2018 contract, \$12,000. Also there are some small budget overages for the crossing guards, court overtime, and class II officers. 68,000

Engineering O/E

This budget is over due to items that were not known at the time the budget was adopted. These items are; inspections for the Natural Gas Company, the dam inspections, and Grunden's Pond field work. 55,000

Vehicle Repair Maintenance O/E

There were some emergency repairs needed this year for the Borough's fire trucks. Additional funds were also needed for oil and anti-freeze. 19,000

PERS

Funds are needed to cover the employer's bill for the 2017 retros and the estimated amount for the 2018 retros. 3,200

Social Security

Due to additional overtime for the Police and Streets & Roads, additional social security is needed. 12,000

PFRS

Funds are needed to cover the employer's bill for the 2017 retros and the estimated amount for the 2018 retros. 800

Interest on Bonds

This account is over budget by \$933.34 due to the additional interest for the bond interest payment on the sinking fund bond. 933.34

**RESOLUTION 160-18  
BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ**

**“RESOLUTION AUTHORIZING THE TRANSFER OF APPROPRIATIONS”**

**WHEREAS**, there were excess appropriations to the 2018 Appropriation Budget for the Sewer Fund; and

**WHEREAS**, other appropriations are insufficient to meet current needs.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Mountain Lakes, in the County of Morris and State of New Jersey that, as authorized by N.J.S.A. 40A:4-58, the Chief Financial Officer (CFO) is hereby authorized and directed to make the following transfers:

**FROM:**

<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
07-201-55-520-520	OTHER EXPENSES	<u>\$500.19</u>
		\$500.19

**TO:**

<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
07-201-55-532-000	PERS	<u>500.19</u>
		\$500.19

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on November 7, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Happer						
Holmberg						
Horst						
Korman						
Shepherd						
Barrett						
Barnett						

BOROUGH OF MOUNTAIN LAKES  
BUDGET TRANSFERS 2018  
EXPLANATION OF TRANSFERS

**Sewer Budget:**

There are funds available in the 2018 other expense section of the sewer budget, these funds are being transferred to the PERS section of the budget to cover a portion of the estimated employer's 2018 pension bill for the retros.

**BOROUGH OF MOUNTAIN LAKES**

**COUNTY OF MORRIS, NJ**

**RESOLUTION 161-18**

**"RESOLUTION AUTHORIZING THE TRANSFER OF APPROPRIATIONS"**

**WHEREAS**, there were excess appropriations to the 2018 Appropriation Budget for the Water Fund; and

**WHEREAS**, other appropriations are insufficient to meet current needs.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Mountain Lakes, in the County of Morris and State of New Jersey that, as authorized by N.J.S.A. 40A:4-58, the Chief Financial Officer (CFO) is hereby authorized and directed to make the following transfers:

**FROM:**

<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
05-201-55-520-520	OTHER EXPENSES	<u>\$500.00</u> \$500.00

**TO:**

<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
05-201-55-532-000	PERS	<u>\$500.00</u> \$500.00

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on November 7, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Happer						
Holmberg						
Horst						
Korman						
Shepherd						
Barrett						
Barnett						

BOROUGH OF MOUNTAIN LAKES  
BUDGET TRANSFERS 20178  
EXPLANATION OF TRANSFERS

**Water Budget:**

There are funds available in the 2018 other expense section of the water budget, these funds are being transferred to the PERS section to cover a portion of the estimated employer's 2018 pension bill for the retros.

**BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS  
RESOLUTION 162-18**

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT FOR THE MIDVALE AND POCONO ROAD IMPROVEMENT  
PROJECT**

**WHEREAS**, the Borough published specifications and solicited bids for the Midvale and Pocono Road Improvement project; and

**WHEREAS**, five (5) bids were received on October 19, 2018; and

**WHEREAS**, the lowest conforming bid was submitted by Mike Fitzpatrick & Son in an amount of \$347,472.00 and

**WHEREAS**, the low bid is within the budgeted amount for this project and has been reviewed and recommended by the Borough Engineer; and

**WHEREAS**, the Certified Finance Officer has determined that sufficient funds are available as evidenced by the Certification attached hereto; and

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Mountain Lakes, in the County of Morris and State of New Jersey, that Mike Fitzpatrick & Son, shall be awarded the Contract for the Midvale and Pocono Road Improvement project in an amount of \$347,427.00; and

**BE IT FURTHER RESOLVED**, that the Borough Clerk is hereby authorized to return the bid bonds submitted by the unsuccessful bidders immediately and the bid bond of the successful bidder upon receipt of a fully executed contract, performance guarantee, and other required documents.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on November 7, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

**CERTIFICATION OF AVAILABILITY OF FUNDS**

Name	Motion	Second	Aye	Nay	Absent	Abstain
Happer						
Holmberg						
Horst						
Korman						
Shepherd						
Barrett						
Barnett						

I hereby certify that funds in the amount of **\$347,472.00** is available in Account No. **04-215-55-984-007**

  
By: Monica Goscicki - CFO



# ANDERSON & DENZLER ASSOCIATES, INC.

CONSULTING ENGINEERS  
519 RIDGEDALE AVENUE  
P.O. BOX 343  
EAST HANOVER, N.J. 07936

CARL E. DENZLER, PRES.  
WILLIAM D. RYDEN, P.E.  
LEON C. HALL, P.E.

TELEPHONE 973 887-2270  
FACSIMILE 973 887-7974  
mail@anderson-denzler.com

October 22, 2018

Mr. Mitchell Stern, Manager  
Borough of Mountain Lakes  
400 Boulevard  
Mountain Lakes, NJ 07046

Re: Midvale Road Section 2 & Pocono Road  
Contract 2017.15  
Borough of Mountain Lakes

Dear Mr. Stern:

I have reviewed the five (5) bids received on October 19, 2018 for the above referenced project. My comments and recommendations are as follows:

1. The bids were:

Mike Fitzpatrick & Son Oak Ridge, NJ	\$347,472.00
American Asphalt & Milling Kearny, NJ	\$350,668.75
Cifelli & Sons Nutley, NJ	\$354,141.00
D&L Paving Contracting Inc. Nutley, NJ	\$373,839.15
JTG Construction Newark, NJ	\$449,440.00

2. A detailed summary of all bids and bid items is shown on the attached spreadsheet.
3. The low bid from Mike Fitzpatrick & Son in the amount of \$347,472 is some \$22,000 above our estimate, however it is \$30,000 less than the previously rejected low bid. Given the recent increases in oil and asphalt price indexes, it is my opinion that the \$347,472 low bid is fair and reasonable.
4. Mike Fitzpatrick & Son has provided sufficient evidence of their qualifications and experience in this field of work.

Therefore, based on the above, it is my recommendation that the contract be awarded to Mike Fitzpatrick & Son in accordance with their low bid of \$347,472, subject to approval of the bidding documents by the Borough Attorney.

ANDERSON & DENZLER ASSOCIATES, INC.

CONSULTING ENGINEERS

Midvale Road Section 2 & Pocono Road  
Contract 2017.15  
Borough of Mountain Lakes

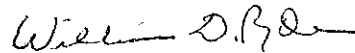
-2-

October 22, 2018

The bid packages of the two (2) low bidders are being forwarded to Mr. Oostdyk for his review. The other three (3) bids are being returned to Ms. Egan.

I trust that the above is satisfactory.

Very truly yours,  
ANDERSON & DENZLER ASSOC., INC.



William D. Ryden, P.E.  
Borough Engineer

WDR:mk/ML2598

Attachment

c: V. Egan, w/encl., w/bid packages  
R. Oostdyk, w/low bids

**New Jersey Department of Transportation  
Division of Local Government Services  
Summary of Bids - State Aid**

Project		Midvale Road Sect. 2 & Pocono Road Project		Mike Fitzpatrick & Son		American Asphalt & Milling		Cifelli & Sons		D&L Paving		JTG Construction	
Municipality		Borough of Mountain Lakes		Contractor Name		Contractor Name		Contractor Name		Contractor Name		Contractor Name	
County		Morris		Street Address		Street Address		Street Address		Street Address		Street Address	
Bid Date		October 19, 2018		City		City		City		City		City	
				State/Zip		State/Zip		State/Zip		State/Zip		State/Zip	
				NJ 07438		NJ 07032		NJ 07110		NJ 07110		NJ 07015	
				Oak Ridge		Kearny		Nutley		Nutley		Newark	
				Unit Price		Unit Price		Unit Price		Unit Price		Unit Price	
				Amount		Amount		Amount		Amount		Amount	
				Quantity		Quantity		Quantity		Quantity		Quantity	
				Description		Description		Description		Description		Description	
				Unit		Unit		Unit		Unit		Unit	
Item #				1		1		1		1		1	
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# Borough of Mountain Lakes

## Contract Review Checklist

Vendor/Professional: MIKE Fitzpatrick & Son - Midvale/Pocono Road Improvements

Financial Impact:

Item	Applicability	Standard	Verified	Reviewer
Affirmative Action	Goods and Services; Professional Services	Employee information report provided	✓	VAE
Business Registration	Goods and Services; Professional Services	Copy of Registration provided	✓	VAE
Attorney Review	All Contracts	Confirmation that the agreement has been reviewed by the Borough Attorney	✓	VAE
Confidentiality	Professional Services; Goods and Services	Provisions when appropriate included in the contract	✓	VAE
Corporate Disclosure	Goods and Services; Professional Services	Disclosure affidavit provided.	✓	VAE
Insurance	All Contracts	Proof of insurance as required by RFP, Specifications, or Contract	✓	VAE
Debarment	Public Works	Vender not currently on the State debarment list	✓	VAE
Invoice Process	All Contracts	Consistent with Local Public Contracts law and Borough procedures.	✓	VAE
Non-collusion	All Contracts	Non-collusion affidavit has been signed	✓	VAE
Non-performance	All Contracts	Provision addressing consequences for non-performance or breach of agreement.	✓	VAE
Political Contribution Disclosure	Professional Services	Disclosure language in contract; form completed	✓	VAE
Payment Terms	All Contracts	Do standard payment terms apply?	✓	VAE
Professional Appointment	Professional Services	Has a resolution of appointment been adopted	11/7/18	VAE
Qualifications	Professional Services	Proof of professional licenses/certifications	n/a	VAE
Renewal	Professional Services; Goods and services	Provision concerning renewal included where appropriate	n/a	VAE
Term	All Contracts	One year term for professional services, two years for goods and services, or Statutory exception.	n/a	VAE
Termination	All Contracts	Right to terminate included when appropriate	n/a	VAE
Financial	All contracts	Has the economic impact of the transaction been evaluated?	✓	VAE

Date: 10/30/2018



**MEETING MINUTES OF THE COUNCIL OF THE BOROUGH OF MOUNTAIN LAKES**  
**OCTOBER 22, 2018**  
**HELD AT THE MOUNTAIN LAKES HIGH SCHOOL MEDIA CENTER**  
**96 POWERVILLE ROAD, MOUNTAIN LAKES, NJ 07046**

**CALL TO ORDER AND OPEN PUBLIC MEETINGS ACT STATEMENT**

This meeting is being held in compliance with Public Law 1975, Chapter 231, Sections 4 and 13, as notice of this meeting and the agenda thereof had been reported to The Citizen and the Morris County Daily Record and The Star Ledger on January 8, 2018 and posted in the municipal building.

Mayor Barnett called the meeting to order at 7:00 p.m. in the Mountain Lakes High School Media Center.

**ROLL CALL ATTENDANCE**

<b>Roll Call</b>	<b><u>Present</u></b>	<b><u>Absent</u></b>		<b><u>Present</u></b>	<b><u>Absent</u></b>
Happer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shepherd	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Holmberg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barrett	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Horst	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barnett	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Korman	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

**FLAG**

Mayor Barnett led the salute to the flag.

**EXECUTIVE CLOSED SESSION**

R-151-18, Resolution providing for a meeting not open to the public in accordance with the provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12

**Matters of litigation, assessment of properties**

Motion: Holmberg

Second: Happer

Vote: Ayes

*(Council member Korman was present for the Executive Session only by telephone)*

Motion to come back to regular session: Shepherd

Second: Happer

Vote: All ayes

**COMMUNITY ANNOUNCEMENTS**

Mayor Barnett stated thanked the community for coming out for the Mountain Lakes Club information forums on the 17<sup>th</sup>. She stated that she attended a ribbon cutting for ARA Medical Diagnostic Group's grand opening. She stated that the Fire Departments annual Blood Drive will be held on Saturday from 8-12 at the Fire House. Council debates will be held at the High School on Tuesday and the Board of Education debates will be held on the 30<sup>th</sup> also at the High School. Mayor Barnett reminded everyone that candy donations are being accepted for Halloween and that the nominations for Citizen of the Year and the Janice D. Hunts awards are now being accepted.

**SPECIAL PRESENTATIONS**

**Special presentation by JCP&L: JCP&L's Reliability Plus Infrastructure Investment Program**

Two representatives from JCP&L came before the Council to make a presentation regarding their Reliability Plus Infrastructure Investment Program. This is a four year infrastructure improvement program. The enhancements that have been made to the system were discussed.

**PUBLIC COMMENT**

Mayor Barnett opened the meeting to the public

Fred Kanter, 81 Hanover Road commented concerning the sound system in the High School Auditorium in regards to having Council meetings held there. He commented on the ADA compliance issues with Cove Park.

Marnie Vyff, 10 Vale Drive, Shade Tree Commission, spoke about the Emerald Ash Borer and the info available on the website. She stated the importance of having an arborist check Ash trees and have trees removed.



**MEETING MINUTES OF THE COUNCIL OF THE BOROUGH OF MOUNTAIN LAKES  
OCTOBER 22, 2018  
HELD AT THE MOUNTAIN LAKES HIGH SCHOOL MEDIA CENTER  
96 POWERVILLE ROAD, MOUNTAIN LAKES, NJ 07046**

**BOROUGH COUNCIL DISCUSSION ITEMS**

**Solicitation Ordinance**

The Council discussed an ordinance dealing with door to door solicitation. The Borough's current ordinance does not allow door to door solicitation unless the solicitor is a non-profit. Mr. Oostdyk stated that this ordinance is outdated and problematic. He suggested an ordinance that allows residents to be put on an "opt out" list so that solicitors know not to knock on their doors. A draft ordinance will be presented to Council at the next meeting.

**Remaining 2018 Council Agenda**

There was a discussion regarding some draft agenda items for the rest of the year. Mayor Barnett stated that there will be a report from the Affordable Housing Committee at the next meeting regarding the Fair Share Housing settlement. The meeting after will have a formal resolution to approve the settlement. A discussion regarding the remaining Borough projects, (beach, borough hall, dam), should take place during the last few meetings. The generator ordinance could be discussed and introduced and adopted. The solicitation ordinance needs to be introduced and adopted. There could be a Mountain Lakes Club update. The December 10<sup>th</sup> meeting is the volunteer reception. Non-partisan elections could be discussed.

**ATTORNEY'S REPORT**

**Update on State law regarding State and local tax deductions**

Mr. Oostdyk spoke about the new charitable donation law for tax deduction purposes. He stated that he did not feel residents would utilize this program. There is the fear that if the Borough puts this program in place it would lead people to believe it is a solution to their property tax deductions although it actually is not.

**MANAGER'S REPORT**

Mr. Stern reviewed his report which included Recycling complaints, Borough Hall renovations, Birchwood Lake hydro-raking, Grunden's Pond and The Pocono and Midvale Roads paving bid opening.

**ORDINANCES**

None

**\*CONSENT AGENDA ITEMS**

*Matters listed as Consent Agenda Items are considered routine and will be enacted by one motion of the Council and one roll call vote. There will be no separate discussion of these items unless a Council member requests an item be removed for consideration.*

**\*RESOLUTIONS**

R152-18, Authorization for the payment of bills

R153-18, Authorization of an award of a tree service contract

R154-18, Authorizing the release of a performance bond

R155-18, Authorization to apply for a DOT grant for Condit Road and Morris Avenue resurfacing

**\*APPROVAL OF MINUTES** (Taken off the Consent Agenda and voted on separately)

Regular minutes of September 24, 2018 (All eligible)

Regular minutes of October 8, 2018 (Shepherd and Barrett not eligible)

**\*APPROVAL OF REPORTS FOR FILING** (reports are included only if checked)

- ☐ Construction Department
- ☒ Department of Public Works
- ☐ Finance
- ☒ Fire Department
- ☒ Health Department
- ☒ Police Department
- ☒ Recreation Department
- ☒ Property maintenance report



**MEETING MINUTES OF THE COUNCIL OF THE BOROUGH OF MOUNTAIN LAKES**  
**OCTOBER 22, 2018**  
**HELD AT THE MOUNTAIN LAKES HIGH SCHOOL MEDIA CENTER**  
**96 POWERVILLE ROAD, MOUNTAIN LAKES, NJ 07046**

**\*BOARD AND COMMITTEE AND COMMISSION APPOINTMENTS**

None

**\*Approval of the Consent Agenda**

Council member	M	2nd	Yes	No	Abstain	Absent
Happer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holmberg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horst	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Korman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shepherd	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barrett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Barnett	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Regular minutes of September 24 and October 8, 2018.**

An amendment was made to both sets of minutes.

**\*Approval of minutes**

Council member	M	2nd	Yes	No	Abstain	Absent
Happer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holmberg	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horst	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Korman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shepherd	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barrett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Barnett	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**COUNCIL REPORTS**

Ms. Horst spoke about the Open Space Trust Fund and also dog leash laws and bicycles on the trails and in the parks.  
 Mr. Happer reported on the Traffic and Safety committee.

**PUBLIC COMMENT**

**Please state your name and address for the record.** Each speaker is limited to one (1) comment of no more than five (5) minutes and no yielding of time to another person.

Mayor Barnett opened the meeting to the public.

Fred Kanter, 81 Hanover Road commented on signs. He commented on the loudness of generators. He made comment regarding the Engineer and the ADA compliance problems at Cove Park.

Andrew Schinder, 77 Briarcliff Road, commented on the Solicitation ordinance.

**NEXT STEPS AND PRIORITIES**

Mayor Barnett reviewed the following next steps and priorities:

Next Step	Completed by	Completion date
Clerk to contact other municipalities that have a solicitation, "do not knock" ordinance	Valerie Egan	Next meeting
Put JCP&L ordinance on website	Mitchell Stern	Next meeting

**ADJOURNMENT at 10:33 P.M.**



**MEETING MINUTES OF THE COUNCIL OF THE BOROUGH OF MOUNTAIN LAKES  
OCTOBER 22, 2018  
HELD AT THE MOUNTAIN LAKES HIGH SCHOOL MEDIA CENTER  
96 POWERVILLE ROAD, MOUNTAIN LAKES, NJ 07046**

Motion made by Councilmember Holmberg, second by Councilmember Horst to adjourn the meeting at 10:33 p.m., with all members in favor signifying by "Aye".

Respectfully Submitted

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Valerie A Egan Borough Clerk





# BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

## CONSTRUCTION OFFICE MONTHLY ACTIVITY REPORT

SEPTEMBER 2018

### ADMINISTRATIVE SUMMARY

After a lack-luster year-to-date, the number and size of permit applications seems to be on the up-tic. While the applications are still heavily weighted towards the mechanical work type, there are an increasing number of projects involving alterations, additions and new construction.

Once through the approval process these projects will make their way to both the income and task reports of the office.

The first building of The Enclave at Mountain Lakes was submitted for prototype review (and subsequent structural changes made to the units). The plan reviews have now been completed and permits will be issued in October. Construction on these first four units will begin immediately.

The office continues to respond to requests for the close-out of older, lapsed permits. Both realtors and homeowners preparing for the sale of homes in the borough request information on past permits to obtain a clean property history.



Mountain Lakes Borough  
400 BOULEVARD  
MOUNTAIN LAKES, NJ 07046

## Construction Permit Activity Report

9/1/2018 -> 9/30/2018

### Summary

	Cost:	Count:			
New:	\$273,000.00	1	Cubic Footage:	53,487 Cu.ft	Permits Issued: 27
Addition:	\$0.00	0	Square Footage:	2,834 Sq.ft	Updates Issued: 2
Alteration:	\$199,409.00	25			
Demolition:	\$20,350.00	3			
Total:	\$492,759.00	29			

Permits	Count	Permit Fees	Admin Fees	Total	Inspections	Passed	Failed	Other
Building:	8	\$6,104.00	\$0.00	\$6,104.00	B 16	15 %93.8	1 %6.2	0 %0
Plumbing:	10	\$1,055.00	\$0.00	\$1,055.00	P 27	21 %77.8	5 %18.5	1 %3.7
Electrical:	14	\$1,435.00	\$0.00	\$1,435.00	E 40	32 %80	5 %12.5	3 %7.5
Fire:	1	\$75.00	\$0.00	\$75.00	F 3	2 %66.7	1 %33.3	0 %0
Elevator:	0	\$0.00	\$0.00	\$0.00	V 0	0 %	0 %	0 %
Mechanical:	11	\$842.00	\$0.00	\$842.00	M 30	26 %86.7	0 %0	4 %13.3
	44	\$9,511.00	\$0.00	\$9,511.00	116	96	12	8
DCA Training:	1		198		(Note: Does not include result of none)			
DCA State:	21		376	\$550.00				
DCA Minimum:	7		7					
	29		\$581					

Variations	Total	Paid	Certificates	Issued Total	Paid Total
Building 0	0	0	CA 18	\$0.00	\$0.00
Plumbing 0	0	0	CCO 0	\$0.00	\$0.00
Electrical 0	0	0	CO 0	\$0.00	\$200.00
Fire 0	0	0	CC 0	\$0.00	\$0.00
Mechanical 0	0	0	TCO 0	\$0.00	\$0.00
Elevator 0	0	0	TCC 0	\$0.00	\$0.00
Total:	\$0.00	\$0.00	Total: 18	\$0.00	\$200.00

#### NOTE:

Information gathered is based on the Issue date for that item, ie permit issue date, certificate issue date.

This will cause discrepancies between the payments section which uses Payment date. Example you took in money for a CO but the CO has not been issued yet.

Permit Subcode Exempted (State) Fees			Permit Subcode Waived (Local) Fees		
	Record Count	Total Exempted		Record Count	Total Waived
Building	0	\$0	Building	0	\$0
Plumbing	0	\$0	Plumbing	0	\$0
Electrical	0	\$0	Electrical	0	\$0
Fire	0	\$0	Fire	0	\$0
Mechanical	0	\$0	Mechanical	0	\$0
Elevator	0	\$0	Elevator	0	\$0
Total:		\$0	Total:		\$0
Record Count	Total Exempted		Violations	Fines	Paid
DCA Fees 0	\$0		Issued 0	\$0.00	\$0.00

Payments (Based on Payment Date)	
Permit (59)	\$9,504.00
NON-UCC (0)	\$0.00
Variation Payments	\$0.00
Penalty (0)	\$0.00
Inspection Payments	\$0.00
Ongoing Invoice	\$0.00
Test Payments	\$0.00
Other Payments	\$0.00
Grand Total	\$9,504.00

# BOROUGH OF MOUNTAIN LAKES CONSTRUCTION OFFICE ANNUAL PERMIT FEES

10/1/2018

	2016 COLLECTED	YEAR TO DATE
JANUARY	9,755	9,755
FEBRUARY	10,327	20,082
MARCH	21,916	41,998
APRIL	14,330	56,328
MAY	8,143	64,471
JUNE	8,046	72,517
JULY	6,170	78,687
AUGUST	10,369	89,056
SEPTEMBER	22,403	111,459
OCTOBER	15,894	127,353
NOVEMBER	5,428	132,781
DECEMBER	10,394	143,175
	2017 COLLECTED	YEAR TO DATE
JANUARY	9,550	9,550
FEBRUARY	16,180	25,730
MARCH	11,015	36,745
APRIL	14,473	51,218
MAY	8,196	59,414
JUNE	16,031	75,445
JULY	18,388	93,833
AUGUST	20,069	113,902
SEPTEMBER	6,698	120,600
OCTOBER	12,736	133,336
NOVEMBER	9,522	142,858
DECEMBER	6,930	149,788
	2018 COLLECTED	YEAR TO DATE
JANUARY	10,958	10,958
FEBRUARY	4,025	14,983
MARCH	3,342	18,325
APRIL	8,802	27,127
MAY	18,270	45,397
JUNE	7,805	53,202
JULY	11,359	64,561
AUGUST	9,355	73,916
SEPTEMBER	9,504	83,420
OCTOBER		
NOVEMBER		
DECEMBER		